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PRIVATE INDUSTRY COUNCIL

REFUGEE COMMITTEE

AGENDAS AND MINUTES

1995 - 1996

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.

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95-02-03

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.
MEMORANDUM

DOCUMENTS DEPT
MAR 22 1995
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 20, 1995

FROM: 
STEVE MARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-02 - 03 AND ANNOUNCEMENT OF
SURVIVAL TECHNIQUES FOR NONPROFITS WORKSHOP.

RCL 95-02 which arrived March 3, 1995 announcing the first quarterly Refugee Coordinators meeting had been scheduled for March 23. Late last week it was postponed, no tentative date has been established.

RCL 95-03 arrived March 6, 1995 which included a copy of a letter from the Office of Refugee Resettlement providing information about Empowerment Zone/Enterprise Community programs which may be possible resources for refugee funds. We are enclosing the ORR letter and the information sheets attached to that letter.

As a local update, Gail Goldman is no longer the contact person in San Francisco, her temporary replacement is Carol Richards. We are enclosing some information about the San Francisco Enterprise Zone which should be more useful to you. We may schedule a workshop for all refugee subcontractors on the local Enterprise Zone, how it works and how it can benefit the refugees served by the RTAP and RESS funds.

Attached is a copy of the faxed announcement of of a workshop on Nonprofit Survival Techniques sponsored by the San Joaquin County Human Services Agency, GAIN/Refugee Employment & Training Division and the Central Valley Counties. It will be held at the University of Pacific on Friday, April 21, 1995. A copy of the agenda is also attached. There is a registration fee of \$25.00. According to the announcement, space is limited. For more information contact An Tran (209) 268-2061 or Lynette Norman (209) 468-2021.

cc: Ernie Lynch, RIPB
Patrick Duterte, DSS
Ray Holland
Brenda Brown
Joyce Crum
Eking
Karen Hart
Dan McGrue
Sulu Palega
Clara Wong



ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

ORR State Letter

95-05

Date: February 13, 1995

TO: STATE REFUGEE COORDINATORS

FROM: Regina Lee, Deputy Director *Sally Glickman*
Office of Refugee Resettlement

SUBJECT: Empowerment Zones/Enterprise Communities

New flows of funds which can be used to help refugees are uncommon. It is, then, important to look at each such resource, even in cases where the program is quite specialized and probably can not be used on behalf of most refugees in any given state.

The enclosed materials relate to the Empowerment Zone/Enterprise Community (EZ/EC) Program recently established by the U.S. Departments of Agriculture, Health and Human Services, and Housing and Urban Development. Most of the funds for the program have been distributed and local operations are being organized. This is a good time for refugee-serving organizations to reach out to these new programs.

The program only helps precisely defined geographical areas where there is much poverty. The first document enclosed deals with what areas have been designated, and who is in charge of the local operations. (This is, at the moment, a one-time program, and there is no plan to open it up for a new round of designated areas.) Organizations working with refugees are urged to check to see if they have any refugees in the areas of interest before turning to the next two documents.

Document two is our unofficial one-page summary of what the program does; the program has both a very narrow focus, geographically, and much room for flexibility in terms of services and programs.

Document three includes some suggestions about how to approach this resource in cases where refugee-serving agencies have not already done so.

The EZ/EC program is no panacea to the continuing need for social services, but it is potentially useful for some refugee populations and should not be ignored.

You may want to share this material with local refugee-serving agencies that operate in, or near, the EZ/ECs in your state.

Attachments

#1 The Locations of the EZ/ECs and the Local Contact People

There are more than 100 EZs and ECs in the nation, all consisting of census tracts of below-average income. ORR believes that the 70-odd urban programs are much more likely to be useful to refugees than the 30-some rural programs.

The list of the urban designations that follows is organized along federal regional lines and gives the name of the city in which an EZ or EC has been funded, as well as the name and phone number of the principal contact person for each local program. The contact person listed is the mayor in some cases, and while the mayor may not be easy to reach, someone in his or her office will know who is operating the program.

Two of the zones cross state lines; for information on the Camden, NJ, program, call the number listed for Philadelphia. Similarly, for information on Kansas City, MO, call the number for Kansas City, KS.

There are in addition, and not listed in the attached document, rural areas in 24 states where similar programs are operating. The states with these rural areas are as follows: AL, AR, AZ, CA, FL, GA, KY, LA, MI, MO, MS, NC, NM, OH, OK, OR, PA, SC, SD, TN, TX, VA, WA, and WV. The largest of these rural programs, for example, are in the Mississippi Delta, in the coal mining counties of Eastern Kentucky, and in the Lower Rio Grande Valley, none known for refugee presence.

Coordinators wishing to know the names of the designated rural counties can call ORR's consultant, David North, at (202) 401 4593.

#2 The Substance of the EZ/EC Program

The Empowerment Zone/Enterprise Community Program is designed to focus public and private funds on tightly defined geographic areas -- usually collections of census tracts -- with below-average income and other physical and social problems. The South Bronx is an example of a community designated under this program.

Created by the Omnibus Budget Reconciliation Act of 1993, and managed by the Departments of HUD, HHS, and Agriculture, the program started with a national competition for grants. Coalitions of public and private entities were organized, problems analyzed, potential solutions identified, and proposals written. The winners have been determined, and the urban ones are listed in Document #1.

EZ/EC block grants can be used to address a wide range of local problems, from poor housing to inadequate vocational training; there is more local autonomy on how moneys are to be spent than in most federally-funded programs. In addition to grant moneys for programs, there are two other kinds of benefits available to the designated communities.

First, there are tax breaks for private-for-profit employers in the EZs who hire residents of the zones. The tax benefit is up to \$3,000 a hiring and is a credit against the corporate income tax. This program is only available in the six big cities which have been identified as EZs, and not in the more numerous ECs.

Second, there are tax-exempt facility loans to encourage certain kinds of business activity in both the EZs and the ECs. In addition, the whole program is designed as a leverage operation, in which the several types of federal funds will lead to the investment of local government and private funds.

Some of the EZ/EC grants are larger than others. There are six EZs (Atlanta, Baltimore, Chicago, Detroit, New York and Philadelphia/Camden) which are to receive \$100 million each. There are two Supplemental Empowerment Zones in Los Angeles (\$125 million) and in Cleveland (\$90 million.), as well as four Enhanced ECs (\$25 million each) in Boston, Houston, Oakland and the two Kansas Cities. The other 60 ECs will receive \$3 million each.

Half the funds to the EZs have been sent to the local bodies, and the other half will follow soon; all the moneys for the ECs have gone to the selected programs. The funds are to be used over the next few years to support the programs described in the proposals.

Some suggestions as to how refugee-serving organizations might approach this resource are included in Document # 3.

#3. Using the EZ/EC Program for Refugees

The best way for a refugee-serving agency to get involved in this program was to see it coming -- it has been in the works for years -- and then to join a coalition that was writing the proposal. The Cambodian and Laotian communities in Lowell, MA, did just that, as did the Thai Dam in Des Moines (and probably many others not known to us in ORR/Washington.)

Assuming that this did not happen in your community, is it too late to use this resource? Not at all, but a little planning would be helpful.

First, have a long, hard look at the map of the designated EZ or EC, to see if there are refugees living there now, or if it might be a good place to locate incoming refugees in the future. (More on that later.) The refugee coordinator's office in Maryland not only looked at the map of the new EZ in Baltimore, but then did a computer run to see how many refugees known to the office lived in the zip code of the EZ.

Second, read the funding proposal to see how the refugee agency's program, and the needs of local refugees, can be assisted. (You should be able to get copies of both the map and the proposal from the organization listed in Document #1.) And bear in mind that many of the winning proposals were written in general terms, and that there probably is room for some flexibility even though the money has already been awarded.

Next, assemble a small delegation, including one or two people living in the EZ or EC and, if possible, at least one person who has worked with the zone's executive director in the past. Then visit the executive director; go to the meeting with some ideas, but also pay close attention to what the director thinks will happen to the program -- there likely will be some area of mutual interest flowing out of the conversation.

The \$3,000 a job tax credit in the big cities' EZs is very attractive, as this is not budgeted money, and is not controlled by the agency that won the EZ award. Find out how this works, and bear in mind that the worker in question needs to be living in the EZ when he or she gets the job with the EZ employer -- they need not have been living there when the law was passed. In fact this tax scheme is good, at the \$3,000 level, until the year 2001; it is a far more secure placement tool than the somewhat similar Targeted Jobs Tax Credit (TJTC) program, now expired, that your organization may have used in the past.

Think, too, about the EC and particularly the EZ (bearing in mind the tax credit for hiring residents) as a possible site for initial refugee resettlement. Remember the flexibility of the EZ/EC program, and how it can, if handled adroitly, help refugees build businesses and/or secure improved family housing.



Human Services Agency

P.O. Box 201056 • Stockton, California 95201-3006 • (209) 468-1000

Income Maintenance
Administrative Services
Children's Services
Adult Services
Aging Programs
Community Action Agency

NEWS RELEASE

FOR IMMEDIATE RELEASE

March 20, 1995

CONTACT: AN TRAN OR LYNETTE NORMAN
GAIN/REFUGEE EMPLOYMENT & TRAINING DIVISION
Telephone: (209) 468-2061 or 468-2021
Fax: (209) 468-1985

WORKSHOP ON NON-PROFIT SURVIVAL TECHNIQUES

Facing drastic reductions in federal funding, many non-profit agencies are struggling to stay afloat.

Directors of Mutual Assistance Associations (MAA) from the Central Valley, Northern, and Bay area Counties will learn about "Survival Techniques and Alternative Funding Sources" from 8:30 a.m. to 4:30 p.m., Friday, April 21, 1995, at the University of the Pacific.

The morning session, lectured by Dr. Ron Hoverstad, MBA Program Director, and Dr. Richard Vargo, Professor of Accounting, at the University of the Pacific, will cover (1) management / marketing principles, public relations and communications and (2) fiscal management: budgeting, accounting and financial decisions.

The Honorable Patrick Johnston, State Senator, 5th District, Chair of the State Senate Finance Committee, will be the luncheon keynote speaker, sharing his vision on public funding and its effect on social services and agencies in the next two to five years.

The afternoon session will feature a panel of non-profit practitioners, led by Dr. Thomas Kail, Interim Dean of the UOP's University College. Panelists will include Marci Massei of the Head Start Child Development; Mary Bava of the Women's Center; Perfecto Munoz of the Council for Spanish Speaking; Diem Ngo of the Vietnamese Voluntary Foundation (VIVO); and Jerry Johnson of the Delta Regional Project.

The program is sponsored by the San Joaquin County Human Services Agency, GAIN/Refugee Employment & Training Division and the Central Valley Counties. It is hosted by UOP's Westgate Center for Management Development of the School of Business and Public Administration; UOP's Office of Lifelong Learning; the Head Start Child Development Council; The Women's Center; the Council for Spanish Speaking; the Volunteer Center; and the local MAA agencies.

This program is open to the public. There is a \$25 registration fee and space is limited. For more information, please contact An Tran at (209) 268-2061 or Lynette Norman at (209) 468-2021, Fax: (209) 468-1985.

MAA MANAGEMENT TRAINING PROGRAM DESCRIPTION

**"SURVIVAL TECHNIQUES AND ALTERNATIVE FUNDING SOURCES
FOR NON-PROFIT ORGANIZATIONS"
FRIDAY, APRIL 21, 1995**

8:30 a.m. - 9:00 a.m.	REGISTRATION & CONTINENTAL BREAKFAST - Common Room
9:00 a.m. - 9:15 a.m.	INTRODUCTION Welcoming Remarks / Housekeeping Dr. Mark Plovnick, Dean School of Business and Public Administration University of the Pacific (UOP)
9:15 a.m. - 10:30 a.m.	Dr. Ron Hoverstad, Professor of Marketing, School of Business and Public Administration, UOP, "Speaking on Improving Marketing and Communication Skills"
10:30 a.m. - 10:45 a.m.	B R E A K
10:45 a.m. - 12:15 p.m.	Dr. Richard Vargo, Professor of Accounting, School of Business and Public Administration, UOP "Speaking on Budgeting and Financial Decisions"
12:15 p.m.	LUNCHEON - Raymond Great Hall
	INTRODUCTIONS - Mr. An Tran, GAIN ETD Manager Keynote Speaker: Mr. Patrick Johnston, State Senator, 5th District State Senate Finance Committee Chair
1:30 p.m. - 2:45 p.m.	PANEL DISCUSSION - "Practical Survival Skills" Facilitator: Dr. Thomas Kail, Dean University College University of the Pacific Panelists: Mr. Perfecto Munoz, Executive Director Council for the Spanish Speaking Mr. Jerry Johnson, Operations Coordinator Delta College Regional Project Mr. Diem Ngo, Executive Director Vietnamese Voluntary Foundation, Inc. (VIVO) Ms. Marci Massei, Executive Director Head Start Child Development Council of San Joaquin County Ms. Mary Bava, Executive Director Women's Center of San Joaquin County
2:45 p.m. - 3:00 p.m.	B R E A K
3:00 p.m. - 4:30 p.m.	PANEL DISCUSSION (Continued) "Questions & Answers"

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5-11, 95-13

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 2, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-11, and 95-13.

RCL 95-11 dated April 25, 1995 and received April 27, 1995 announced the proposed allocations by the federal Office of Refugee Resettlement (ORR) to states for Federal Fiscal Year (FFY) 1995 of Targeted Assistance (TA) funds. The total amount available is \$10,068,612 which is approximately \$4 million less than last year's allocation. A copy of the State's recalculation of the available funds to eligible counties is attached.

RCL 95-13 dated April 28, 1995 and received May 1, 1995 announcing the proposed allocations to states for Federal Fiscal Year (FFY) 1995 of Refugee Employment Social Services (RESS) funds for refugees who are former political prisoners from Vietnam. Six counties in California qualified for the available funds, having at least 250 detainees resettling in their counties during the period January 1, 1994 to December 31, 1994. San Francisco was not among the six.

If you would like a complete copy of any of these RCLs, please contact your contract administrator.

cc: Ernie Lynch, RIPB
Patrick Duterte, DSS
PIC Staff

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MAY 02 1995

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TARGETED ASSISTANCE PRELIMINARY ALLOCATIONS FEDERAL FISCAL YEAR 1995

COUNTY	AVERAGE 2/ POPULATION	PERCENT POPULATION	1/				TOTAL CO. ADMIN.	REMAINDER FOR SVCS.
			(A)	(B)	(C)	(D)	(E)	(F)
					\$9,565,181			
						ADMIN.		
ALAMEDA	13,760	5.741%			\$59,093	12%	\$76,873	\$472,220
FRESNO	30,124	1.780%			\$1,707,375	12%	\$23,546	\$144,761
FRESNO	30,124	1.780%			\$1,707,375	12%	\$122,107	\$1,098,768
LOS ANGELES	62,926	28.212%			\$2,507,420	12%	\$250,742	\$2,256,678
MERCED	30,430	1.782%			\$219,820	12%	\$28,756	\$193,714
ORANGE	30,081	1.753%			\$1,127,624	12%	\$117,784	\$1,009,840
SACRAMENTO	33,674	1.740%			\$1,537,220	12%	\$118,522	\$1,418,698
SAN JOAQUIN	17,209	3.093%			\$207,219	12%	\$27,115	\$170,104
SAN FRANCISCO	14,583	6.075%			\$581,091	12%	\$31,086	\$247,135
SANTA CLARA	17,365	7.234%			\$691,045	12%	\$91,353	\$499,738
STANISLAUS	7,294	3.039%			\$250,645	12%	\$31,597	\$401,992
TULARE	3,728	1.553%			\$148,550	12%	\$22,282	\$247,048
	240,047	100.00%			\$9,565,181		\$1,098,954	\$8,466,227
					\$503,431			\$1,098,754
					\$10,068,612			\$9,565,181

1/ This amount is based on the State's final FFY 1995 Proposed Target Assistance allocation minus State administrative funds.

2/ The average population is based on the number of time-eligible/time-expired persons receiving AFDC and RC for the period February 1, 1994 through January 31, 1995.

SOURCE: Federal Register Vol. 60, No. 73, April 17, 1995
Refugee Programs Bureau/ODSS
April 18, 1995
gripach/INVOICES/TA/prelim95.w20

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"PRIVATE INDUSTRY COUNCIL"

OF SAN FRANCISCO, INC.

NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Wednesday, May 3, 1995
TIME:	10:00 - 12:00 P.M.
LOCATION:	Auditorium Community College District Office 33 Gough Street

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Agenda

1. Public testimony on agenda item
2. Update on proposed federal rule changes to the refugee program and possible impact to San Francisco.
 - A. Funding
 - B. County Plan
 - C. Title XX funding
3. Public testimony on non-agenda item

Committee members please RSVP at 621-6853 by Monday, May 1, 1995



*If you require special accommodation due to a disability
please call Roberta Fazande at 621-6853 or TDD 621-3832
at least 72 hours in advance*

Issued April 24, 1995

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FAX (415) 621-0793 • TDD (415) 621-3832

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS

DATE: APRIL 24, 1995

FROM:  JACK FITZPATRICK, CHAIRMAN

SUBJECT: UPCOMING MAY 3RD COMMITTEE MEETING.

A meeting of the Refugee Committee has been set for Wednesday, May 3, 1995 to discuss some very important information regarding the refugee employment and training programs, both in terms of what the subcontractors have accomplished during the six months they have been operating and the possible changes we need to consider regarding the Notice of Proposed Rulemaking changes announced by the Federal Office of Refugee Resettlement (ORR).

The preliminary dollar allocations for the two federal refugee programs; Refugee Targeted Assistance Program (TA) and Refugee Employment Social Services (RESS) have been announced and shown below along with the actual dollar allocations for this federal fiscal year (FFY) which began on October 1, 1994 and ends September 30, 1995.

	1994	1995	%
TA	\$429,464	\$287,218	66.9%
RESS	\$390,807	\$357,538	91.5%
TOTALS	\$820,271	\$644,756	78.6%

In FFY'94 the total dollars available for TA were \$14,256,958. For FFY'95 preliminary dollars are \$10,068,612 which represents a reduction of approximately 29.3%.

In FFY'94 the total dollars available for RESS were \$13,140,326. For FFY'95 preliminary dollars are \$12,067,563 which represents a reduction of approximately 8.1%.

PIC staff will be sending some additional material out under separate cover in the next few days. Please review it and bring it to the May 3rd meeting. Should you have any questions, please contact either Greg Maurtani or Joyce Crum at the PIC.

cc: Ernie Lynch, RIBB
Larry Del Carlo, MOCB
Anthony Lincoln, MOCYF
Refugee Subcontractors
PIC Staff

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PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

DRAFT MINUTES

* REFUGEE COMMITTEE MEETING

of MAY 5, 1995

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MAY 18 1995

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PRESENT:

Jack Fitzpatrick, Linda Davis, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edinington, Ann Lazarus, Bryan McGowan.

ABSENT:

Lisa Chanoff, Carmela Gold, Louella Lee, Billy Ray, Robert Rubin, Chloe Wurr.

The meeting was convened at 10:10 a.m.

Motion to accept PIC staff funding recommendations to increase the International Rescue Committee subcontract by \$8,948 from unspent Refugee Employment Social Services (RESS) funds from FFY'93.

Moved by Ann Lazarus, seconded by Mary Edington.

Speakers: None

Ayes: Linda Davis, Hyacinth Ahuruonye, Margi Dunlap, Mary Edinington, Ann Lazarus, Bryan McGowan

Nays: None

Abstentions: Don Climent

Meeting was adjourned at 11:10 a.m.

59.20
47
95-14

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 10, 1995

FROM: STEVE ARCELONA, PRESIDENT

DOCUMENTS DEPT.

MAY 17 1995

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-14.

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RCL 95-14 dated May 8, 1995 and received May 10 contained information about the federal Office of Refugee Resettlement (ORR) State Letter 95-17 announcing the availability of FFY'95 Targeted Assistance Discretionary funds to States. Approximately \$6 million is available for services to refugees under the Refugee Resettlement Program (RRP). The grants will be awarded on a competitive basis among the States, are for localities impacted by refugees. These grants will be awarded for four purposes:

1. Application for transitional funding for employment services for refugees who may lose eligibility or no longer fall within the priority population to receive services.
2. Applications which propose to use funds to transition the service systems because of reduced TAG formula funding in FFY'95.
3. Development of microenterprises to assist refugees to become economically independent and to help refugee communities in developing employment and capital resources.
4. In cooperation with the Charles Stewart Mott Foundation and ORR seeking applications that propose to use microenterprise and small business development as a vehicle for conflict resolution among refugees, other newcomers and established resident populations in a community experiencing large in-migrations of newcomers and community tensions.

Purposes 1 and 2 will generally be for project periods of two years with initial budget periods of up to 17 months to permit States to award the funds locally and for activities to be implemented for not less than 12 months within the project period. Non-competitive continuations could be awarded, subject to availability of funding, need, success of the program, and the best interest of the Government. However, because future funding is questionable, States in developing applications at this time should plan as though no continuation grants will be made.

Grants for purposes 3 and 4 will be made for up to 3-year project periods with an initial 12-month budget period.

Applications must be submitted by the State no later than Monday, June 26, 1995.

The RCL further stated that as applications are restricted to states, a second letter with information regarding California's application process will be forthcoming.

If you would like a copy of the 40-page notice please contact Greg or Joyce.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

59.20
#3
5/12/95

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

MEMORANDUM

DOCUMENTS DEPT.
MAY 18 1995

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TO: REFUGEE COMMITTEE MEMBERS

DATE: MAY 12, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: NEXT MEETING.

Based on conversations with representatives from the Refugee Program Bureau (RPB), it appears San Francisco's Refugee County Plan will require major amendments or be rewritten. It also appears a Request For Proposal (RFP) will have to be issued as well.

One of the major issues that was raised during those discussions was the requirement of the federal regulations that the Refugee Cash Assistance clients (new arrivals) must be served first as that is the basis for determining how much is allocated to each county. If there are additional slots available after serving all of the RCA clients, then counties may serve refugees receiving other aid such as Aid to Families with Dependent Children (AFDC), Matching Grant (MG) or General Assistance (GA).

The RFP would have to incorporate this requirement so proponents would know the specific focus their programs would need to provide and determine their costs accordingly.

At the May 25th meeting the Refugee Committee will need to provide PIC staff with its recommendations on draft Refugee County Plan and the RFP. It is important to remember that the Refugee County Plan must be in Sacramento by June 30th. The Plan serves as the basis for the RFP.

It should be noted that, besides obtaining the PIC's approval, both the Board of Supervisors and the Mayor will need to approve the County Plan and the proposed subcontractors.

One of the issues that the Committee must review and provide recommendations to the PIC staff is the proposed level of service to refugees based on country of origin.

Table 1 displays the country of origin for refugees to San Francisco for the past four years. The data for determining 1995 is based on the time period from April 1, 1994 through March 31, 1995. The data were provided by the International Rescue Committee which is the Central Intake Point (CIP) for San Francisco.

TABLE 1

COUNTRY OF ORIGIN	1992	1993	1994	1995
Former Soviet Union	71.1%	66.0%	71.2%	66.7%
Southeast Asia (Vietnam)	17.5%	17.4%	15.9%	17.6%
Eastern Europe (Bosnia)	0.6%	0.6%	0.7%	7.6%
Near East (Iraq)	2.8%	8.1%	6.6%	4.5%
Latin America (Cuba)	4.9%	5.4%	4.2%	2.7%
Africa	3.2%	2.5%	1.5%	0.9%
TOTALS	100.0%	100.0%	100.0%	100.0%

Table 2 breaks down the refugees not only by country of origin but by aid category as well. The proposed rules which are still not official, focuses on providing services to those refugees who are receiving Refugee Cash Assistance (RCA). For the Federal Fiscal Year 1994, which ends September 30, 1995, there was a total of 450 slots available with \$798,798. The available funds for FFY 1995 is only \$650,000 which represents approximately 20% reduction in funding and could translate into a reduction of slots to only 360 which is less than 50% of the total number of eligible refugees receiving RCA.

This table also contains a breakdown on the former Soviet Union refugees, those that are identified as being Jews (442) and other (44) which represents refugees other than Jews. This particular break out was not provided to the Refugee Committee last year. The 1995 percent of 66.7% shown in Table 1 represents a combination of the Former Soviet Union - Jewish (58.2%) and Other (8.5%) categories shown in Table 2.

TABLE 2							1995	
COUNTRY OF ORIGIN	RCA	AFDC	GA	MG	SSI	TOTAL		%
Former Soviet Union - Jewish	442	104	15	4	2	567		58.2%
Former Soviet Union - Other	44	39	0	0	0	83		8.5%
Southeast Asia (Vietnam)	144	24	3	0	0	171		17.6%
Eastern Europe (Bosnia)	44	26	4	0	0	74		7.6%
Near East (Iraq)	33	11	0	0	0	44		4.5%
Latin America (Cuba)	18	6	2	0	0	26		2.7%
Africa *	5	1	3	0	0	9		0.9%
TOTALS	730	211	27	4	2	974		100.0%

* Ethiopia/Eritrea = 5; Sudan = 2; Rwanda = 1; Zaire = 1

Table 3 displays the TA and RESS allocations for both FFY'94 and FFY'95. According to RCL 95-06, \$26,371 should be set aside for non-employment services such as those provided for through the MAA Incentive funds which have been discontinued. This amount represents the upper limit on non-employability services that the county should consider in developing its County Plan.

PIC staff is recommending a reduction in the dollar amounts for the Central Intake Point and Transportation categories as shown. The CIP is being recommended for a 20% reduction in FFY'95 which is in line with the overall reduction in total funds available. The transportation category is being recommended for a reduction of 30% based on the projected underexpenditures through April 30, 1995.

TABLE 3			1994	1995
Total TA and RESS allocations			\$798,798	\$644,756
Less PIC Administration			-\$123,041	-\$96,714
Subtotal			\$675,757	\$548,042
Set aside for MAA services			-\$24,625	-\$26,371
Subtotal			\$651,132	\$521,671
Central Intake Point			-\$104,332	-\$90,624
Transportation			-\$50,000	-\$35,000
Available for employment and training			\$496,800	\$396,047

PIC staff is presently working on a draft County Plan and will send it out as soon as it is completed as well as a draft RFP with scheduled dates for the Committee to review the PIC staff recommendations for funding. Based on last year's schedule, the RFP was issued June 6. The PIC staff will be hard pressed to begin this year's RFP schedule on or near that date, but will attempt to put together a schedule which will allow the maximum amount of time for the proponents to prepare their proposals and at the same time, allow PIC staff adequate time to prepare its recommendations in time for the Refugee Committee review and public hearing.

cc: Ernie Lynch, RPB

Patrick Duterte, SFDSS

Refugee Proponents

PIC Staff

SF
P5920

#1

5/25/95

* Refugee Committee

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

NOTICE of PUBLIC MEETING of the REFUGEE COMMITTEE

DATE:	Thursday, May 25, 1995
TIME:	9:00 - 11:00 A.M.
LOCATION:	Auditorium Community College District Office 33 Gough Street

Agenda

1. Public testimony on agenda item
2. Approval of May 3 minutes.
3. Update on proposed federal rule changes to the refugee program and possible impact to San Francisco.
4. Update on strategy to have the State use the federal formula allocation of TA funds.
5. Discussion of draft Refugee County Plan *[Material to follow]*
6. Discussion of draft Request For Proposal *[Material to follow]*
7. Public testimony on non-agenda item

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Committee members please RSVP at 621-6853 by Tuesday, May 23, 1995



*If you require special accommodation due to a disability
please call Roberta Fazande at 621-6853 or TDD 621-3832
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Issued May 12, 1995

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PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

DRAFT MINUTES

REFUGEE COMMITTEE MEETING

of MAY 25, 1995

PRESENT:

Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Carmela Gold, Bryan McGowan, Billy Ray, Robert Rubin.

ABSENT:

Linda Davis, Lisa Chanoff, Ann Lazarus, Louella Lee, Chloe Wurr.

The meeting was convened at 9:10 a.m.

Motion to dopt the draft minutes from the meeting of May 5, 1995.

Moved by Carmela Gold, seconded by Bryan McGowan.

Speakers: None

Ayes: Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Carmela Gold, Bryan McGowan, Billy Ray, Robert Rubin

Nays: None

Abstentions: None

Motion to recommend the Private Industry Council approve a resolution urging Senator Dianne Feinstein and other local Congressional legislators oppose SB 269 introduced by Senator Alan Simpson bill and any other efforts to limit the number o f refugees entering the U.S. to 50,000.

Moved by Robert Rubin and seconded by Margi Dunlap

Speakers: None

Ayes: Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Carmela Gold, Bryan McGowan, Billy Ray, Robert Rubin

Nays: None

Abstentions: None

Margi, Don, Abby, Steve met to discuss strategy to get the TA funds out of the State Welfare Institution Code which requires the TA funds to be allocaed based on public assistance total rather than on new arrivals which is the way the federal government allocates the TA funds.

Dr. Chole Wurr submitted her letter of resignation from the Committee, Rose Mary Lee, Coorindator for theNewcomers Program.

The next meeting is scheduled for Thursday, June 15 from 9:00 to 11:00 a.m. in the Auditorium of the City College of San Francisco District Office located at 33 Gough Street.

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PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS

DATE: JUNE 8, 1995

FROM: STEVE ARCELONA, PRESIDENT 

SUBJECT: DRAFT REFUGEE COUNTY PLAN.

Attached is a copy of the draft Refugee County Plan for San Francisco. The emphasis for the FFY'95 program will be to provide employment and training services primarily to Refugee Cash Assistance (RCA) clients. Services will be available to refugees receiving General Assistance (GA) Matching Grant (MG) and Aid to Families with Dependent Children (AFDC) whenever there is no waiting list of RCA clients at the CIP. Please be sure to bring the draft to the Wednesday, June 15 meeting of the Committee.

The County Plan will serve as the basis for the Request For Proposal (RFP). The RFP will include a statement allowing the subcontracts to be extended an additional 12 months. The extension may only happen if there are no major changes occur to the County Plan, availability of funding, approval by the appropriate groups (i.e., Mayor, Board of Supervisors, the PIC).

The schedule for the RFP process is very tight; we are about two weeks behind last year's process. Please check your calendar to see what dates you would be available to meet and review the PIC staff recommendations. The tentative date shown in the draft County Plan is August 4. This date can be changed. We would like to have as many members of the Refugee Committee present to discuss the funding recommendations.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
Refugee subcontractors
PIC staff

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DRAFT

REFUGEE COUNTY PLAN

For the City and County of San Francisco

FFY 1995

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- VIII. ALLOCATION OF FUNDS WITHIN THE COUNTY
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Exhibit A Refugee Committee Roster
Exhibit B-1 TA Goals and Outcomes
Exhibit B-2 RESS Goals and Outcomes
Exhibit C Board of Supervisors Resolution *(to be sent at a later date)*

EXECUTIVE SUMMARY

For federal fiscal year 1995, the Private Industry Council of San Francisco, Inc. (PIC) plans to utilize the refugee funds which are made available to the City and County of San Francisco through the Targeted Assistance (TA) Program and Refugee Employment Social Services (RESS) Program to develop an employment and training services program which will include two components.

The primary component will be a Refugee Cash Assistance (RCA) Employment and Training Services System (RCA ETSS) for refugees receiving RCA, GA or matching grants. Exempt AFDC recipients will be allowed to participate voluntarily in the RCA ETSS. The second component will be a Voluntary AFDC Refugee Services (VARs) component for refugees who are receiving AFDC who have been in the United States for 36 months or less and who are currently excepted from GAIN because San Francisco's GAIN program is in a statutory reduction mode.

The State guidelines require that counties must give priority of services to refugees who are recipients of RCA who have been in the United States for 36 months or less. However, when funds are available, the PIC also plans to serve refugees who are non-exempt from GAIN and who have been on aid 36 months or less, and refugees who are recipients of GA and matching grants.

The proposed allocation of funds is:

Total RTAP and RESS allocations	\$644,756
<u>Less PIC Administration</u>	<u>-\$96,714</u>
Total	\$548,042
<u>Set aside for MAA services</u>	<u>-\$26,371</u>
Available for Employment and Training Services	\$521,671

Approximately 171 will be placed into full time and part time employment. Employment and training services will include job search assistance, vocational training combined with vocational ESL and on-the-job training. Supportive services in the form of child care, transportation and ancillary expenses will also be available to the refugee participants. It is estimated that a total of 800 refugees or 2,230 incidences of acculturation and social adjustment services will be recorded from the MAA.

The PIC also works in cooperation with the medical clinic at the Department of Public Health to make it possible for refugees seeking or placed in employment to have access to their health records when needed to secure employment and assure continuity of care.

The County Plan will remain in effect until such time the PIC, the Mayor, or the Board of Supervisors submits a new one or either the State Refugee Program Bureau (RPB) or the federal Office of Refugee Resettlement (ORR) requires the Refugee County Plan to be revised or amended.

I. INTRODUCTION

The Private Industry Council of San Francisco, Inc. (PIC) is a private non-profit corporation whose primary responsibility is to operate employment and training services programs on behalf of the City and County of San Francisco.

Since 1984 the PIC has served as the administrative agency of the Refugee Targeted Assistance Program (TA). In addition, since 1988 the PIC has also assumed the responsibility of administering the Refugee Employment Social Services (RESS) funds which are allocated to San Francisco. Over 6,400 refugees have been served by these programs with the more than \$11.2 million received.

The Transfer of Management Responsibility (TMR) legislation encouraged the development of a single county plan for refugee funds which are allocated to a county. This document is intended to serve as a single plan for FFY 1995 refugee funds. The specific period which will be covered by this Plan will be determined by the actual receipt of funds.

II. OPTION FOR DELIVERY OF SERVICES

It is the intention of the PIC to operate an employment and training and an MAA acculturation and social adjustment services program with TA and RESS funds which will include three components.

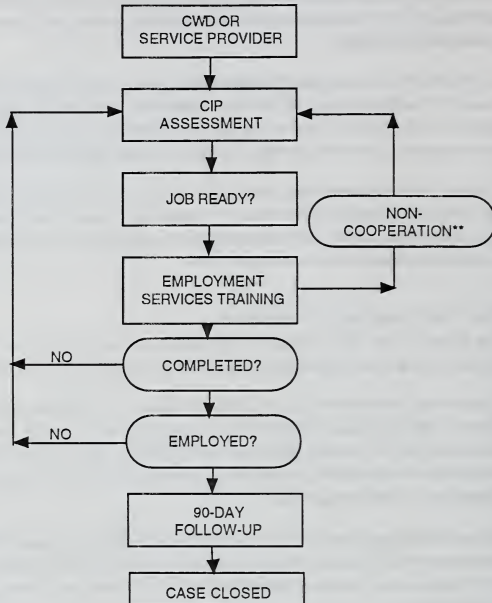
- A. The primary component will be a mandatory Refugee Cash Assistance (RCA) Employment and Training Services System (RCA ETSS) for refugees receiving RCA, followed by General Assistance (GA) or matching grants (any exempt AFDC recipient will be allowed to participate voluntarily in the RCA ETSS). Priority of refugees to be served are those who have been in the United States for 36 months or less.
- B. The secondary component will be a Voluntary AFDC Refugee Services (VARs) component for non-exempt AFDC refugees who are currently excepted from GAIN because San Francisco's GAIN program is in a statutory reduction mode; and who have been in the United States for 36 months or less.
- C. The third component will be an MAA component designed to assist in the acculturation and socialization of refugees who are cash and noncash recipients. The PIC will set aside funds from the RESS allocation (\$26,371) which has been factored into the allocation as specified in Refugee Coordinator Letter (RCL) 95-06.

III. RCA EMPLOYMENT AND TRAINING SERVICES SYSTEM (RCA ETSS) COMPONENT

This component will be used to provide employment and training services primarily to refugees receiving cash assistance (RCA) until the list of RCA clients is exhausted with the CIP then to general assistance (GA), and matching grants (MG). Matching grant recipients will not be allowed to participate in Employment Services.

SAN FRANCISCO REFUGEE COUNTY PLAN

RCA EMPLOYMENT & TRAINING SERVICES SYSTEM (RCA/ETSS) CLIENT FLOW



** All non-cooperation/non-participation will be reported to the CIP via the RS-3A

The RCA ETSS will comply with the State guidelines which require:

- A. Verification/documentation of refugee cash assistance status;
- B. Determination of eligibility for RESS-funded services (including RESS-funded supportive services);
- C. County-standardized assessment of the refugee's employment, training, English language and supportive services needs;
- D. In compliance with 45 CFR Part 400, Section 400.71, development of a refugee service plan which identifies the services needed to remove barriers that restrict the refugee's ability to become self-sufficient through ongoing unsubsidized employment. At a minimum, the employability plan shall include the following:

1. a goal to be attained upon completion of the employment-related and English language training services;
 2. a description of the employment/training and supportive services needed, with specified objectives and estimated time frames for the completion of each service activity; and
 3. a description of the participant's rights, duties, and responsibilities, including consequences of refusing to participate in employment-related and/or English language training services.
- E. Referrals of all mandatory RCA applicants and recipients for participation in available/appropriate employment and training programs; and
- F. A system tracking and reporting the refugee's progress (including non-participation/cooperation) in services and employment to the San Francisco Department of Social Services (SFDSS).

In accordance with 45 CFR Part 400, Section 400.71, upon completion of each service component in the employability plan, the refugee shall be assessed to determine progress towards the goal. If a refugee has participated in 90 days of job search and failed to become employed, consideration shall be made for referral to other employment-related and English language training services which could increase the participant's employability. Although the law requires these reassessments, there is no mandated reassessment process or system. Therefore, service providers may design county-specific systems and/or procedures for use in complying with this statutory requirement.

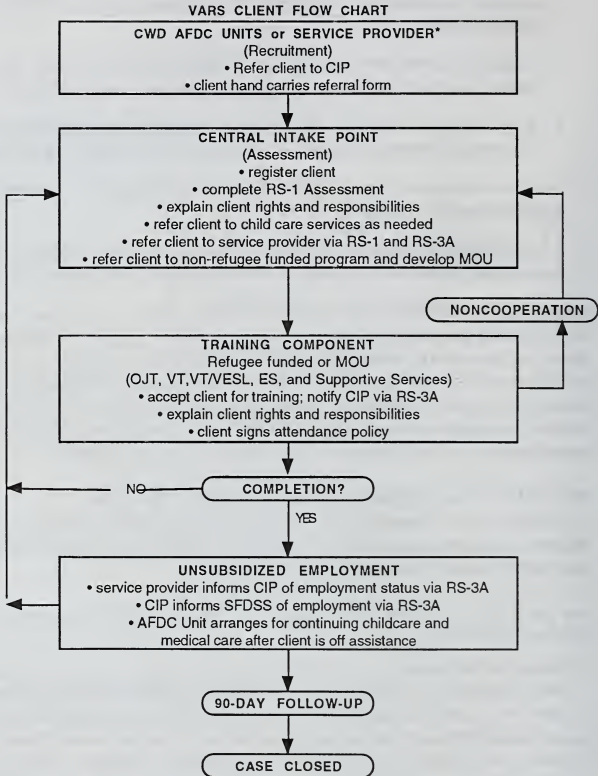
IV. VOLUNTARY AFDC REFUGEE SERVICES (VARS) COMPONENT

The Voluntary AFDC Refugee Services (VARS) component will provide employment and training services to non-exempt (time-eligible and time-expired) AFDC refugees excepted from GAIN. The standard GAIN model will not be utilized in this component.

The San Francisco Voluntary AFDC Refugee Services component will comply with the State guidelines which require:

A. Referral and Participation

The County will obtain a computer print out from the CWD which will indicate those refugees who have been on AFDC 36 months or less in order to recruit these individuals into the VARS component. Service provider will also perform outreach to refugees through fliers, community newspapers and word-of-mouth. CWD staff training has been conducted in order to fully inform CWD staff about the training opportunities for AFDC refugees. Special attention is being given to recruitment in order that the County can demonstrate its capability to attract AFDC refugees into the VARS component.



* When appropriate, GAIN Unit may make referrals to VARS providers through the CIP

Refugees referred to services provided under this component are not mandated to participate. Therefore, the CIP will inform participants of their rights and responsibilities regarding participation requirements of this component and the consequences of any failure to participate. Participants who fail to cooperate or participate will be terminated from services for 90 days.

B. Initial Assessment

The CIP will make an initial county-standardized assessment of the refugee's employability and services needs relative to:

1. the refugee's English language training and education needs, employment skills proficiency/deficiency and prior work history; and
2. the refugee's supportive services needs, including childcare.
3. Refugees who have had a health screening at the medical clinic will present proof of screening to be included in their record.

C. Employability Plan - Content/Development

Based upon the assessment findings and in consultation with the refugee, the CIP will develop an employability plan which includes the following:

1. an employment goal for the refugee;
2. a description of the services to be provided including childcare and other supportive services;
3. a description of the job activities to be undertaken by the refugee to achieve the employment goal;

In developing the employability plan, the CIP will take the following into account:

1. available program resources;
2. the refugee's supportive services needs;
3. the refugee's skills level and aptitudes;
4. local employment opportunities; and
5. the refugee's preferences, to the maximum extent possible.

D. Agency/Participant Agreement

An agency/participant agreement will be developed and utilized. The agreement will be signed by the participant and the provider agency and will indicate the following:

1. the purpose of the agreement;
2. the provider's participation standards;
3. the participant's obligations;
4. the length of participation in the service/activities, including the number of hours of participation per week;
5. the educational, training and/or employment activities in which the refugee will participate; and
6. the supportive services.

E. Employment/Training (ET) Service Activities

The County's Voluntary AFDC Services component shall include the ET services activities listed below:

1. education in English proficiency for refugees who are not sufficiently competent to understand, speak, read, or write the English language to allow employment commensurate with the employment goals.
2. job skills training; including skills training in technical job skills in a specific occupational area;
3. job readiness activities designed to ensure that the refugee is familiar with general workplace behavior/attitudes necessary to compete successfully in the labor market;
4. job development/placement;
5. On-the-Job Training; and
6. group/individual job search, including counseling, job seeking skills training.

V. MUTUAL ASSISTANCE ASSOCIATION (MAA) COMPONENT

The County will ensure the MAA agency meets the definition of an MAA and the board of the MAA agency includes both refugees and former refugee men and women.

A. Priority of Refugees to be Served

According to the San Francisco Department of Social Services (SFDSS), it is estimated that there are a total of 27,000 refugees in San Francisco. As with the priority services, it is impossible to determine at this time which refugees should receive priority over others. Discussions with the Refugee Committee on this matter brought out the fact that the need for "housing" or "management of personal finances" or for any of the allowable services is just as important to a refugee receiving cash assistance as it is to a refugee not receiving cash assistance. An example was given of the hundreds of referrals which are made of refugees to tax preparation services.

B. Service Strategies

Acculturation and social adjustment services should begin October 1, 1995.

C. Anticipated Outcomes

An estimated total of 2,230 services is projected to be provided as follows:

Services	Info./Referral	Interpre./Escort	Wkshp./Tutorial	Total
Welfare	50	50	0	100
Finance	50	50	200	300
Housing	200	100	0	300
Health	100	50	130	280
Education	300	0	200	500
Human Services	100	100	200	400
Legal	100	150	100	350
TOTALS	900	500	830	2,230

Calculated unit cost for service is \$11.83

D. Substantiation of Viable MAAs

The PIC will ensure that the MAA is an organization legally incorporated as a nonprofit organization and not less than 51% of the Board of Directors or governing board is comprised of refugees or former refugees, including both refugee men and women.

VI. USE OF REFUGEE FUNDS

A. Planning and Procurement Process

1. Background

The Refugee Committee recommended issuing a Request For Proposal (RFP) soliciting proposals beginning October 1, 1995 to September 30, 1996. The PIC accepted the recommendations.

2. Procurement Process

The PIC issued a Request For Proposal June 19, 1995. A Bidders' Conference will be held at the City College of San Francisco District Office auditorium.

B. Identification of Need and Priority of Services

Through the PIC, employment and training services are available for refugees through programs funded with funds from the Job Training Partnership Act (JTPA), the RESS and the TA. The voluntary agencies provide resettlement activities which include in addition to placement services, medical assistance, temporary housing and counseling.

Based on an ongoing assessment of refugee needs and input from service providers, community members, as well as the Labor Market Survey, the Refugee Committee decided to continue the services to members of the refugee community by providing services described in Section X B 3 "Service Components" of this Plan. The decision is based in part on the limited funds available to serve the eligible refugees and because the program performance for the current year has been effective in achieving its objectives.

VII. AVAILABLE FUNDS FOR REFUGEE PROGRAMS

The dollar amounts for TA and RESS which were published by the State in Refugee Coordinator Letter 95-11 and RCL 95-06 showed the preliminary dollar amounts for San Francisco to be:

FFY'95 TA Allocation	\$287,218
FFY'95 RESS Allocation	\$357,538
Total	\$644,756

Any funds which are unspent from the FFY'95 TA and RESS funds as well as any new allocations of refugee funds for the period covered by this plan will be used to increase the various program components consistent with the figures shown in Section VIII of this plan.

VIII. ALLOCATION OF FUNDS WITHIN THE COUNTY

Besides the set aside amount to MAA services as specified in RCL 95-06, the State guidelines require that counties planning primarily to operate a RCA ETSS component to serve refugees who are recipients of RCA and have been in United States for 36 months or less. However, when slots are available, the PIC also plans to serve refugees who are recipients of GA and matching grants, and also will operate a VARS component to serve refugees who are recipients of AFDC and who are non-exempt from GAIN and who have been in the U.S. for 36 months or less. Therefore, the funds available for employment and training services will be used as needed.

Total Funds Allocated (RCL 95-06 & 95-11)	\$644,756
Less: PIC Administration	-\$96,714
Balance	\$548,042
<i>/a.</i> Less: MAA Setaside	-\$26,371
Balance	\$521,671
Less: Central Intake Point	-\$104,821
Less: Transportation	-\$35,000
Available for Employment & Training	\$381,850

/a. Set aside as specified in RCL 95-06

The PIC also plans to make services available to matching grant participants who are currently being served by the following agencies - Catholic Charities, International Rescue Committee, and the Jewish Family and Childrens' Services. Therefore, the number of matching grant participants has been included in the formula prescribed by the State.

IX. LABOR MARKET ANALYSIS AND TARGETED WAGE

The PIC, in cooperation with the Labor Market Information Division (LMID) of the Employment Development Department (EDD), completed and published the 1994 Labor Market Information guide. This guide has been a primary source used by the PIC in conducting its labor market analysis and for determining the demand for various occupations. Occupations relevant to employment in the San Francisco area were chosen from area employer surveys. Based on an analysis of current regional employment trends, including employer surveys, the PIC has determined the following demand occupations to be appropriate for refugee employment in San Francisco County:

- Security Guards
- General Office Clerks
- Janitors and Cleaners
- Home Health Care Workers
- Child Care Workers
- Food Preparation Workers
- Nurse Aides
- Orderlies and Attendants
- Cashiers
- Dental Assistants
- Stock Clerks-Sales Floor

Proponents responding to the RFP will be asked to target occupations in which skilled labor demand exceeds supply and for any local industry with a high potential for sustained growth. Proponents will be requested to justify their choices in the narrative submitted in response to the RFP.

Proponents will be asked to target placements at a wage no less than \$4.25 per hour for refugees with a Student Performance Level (SPL) of 4 and below at the end of training, and a wage of at least \$5.00 per hour for refugees with an SPL of 5 and above at the end of training.

X. PLANNING PROCESS

A. County Plan Recommendations

1. Planning Schedule:

- June 19 PIC issues Request For Proposal (RFP).
- July 21 Proposals due at the PIC.
- July 28 Staff recommendations mailed to Refugee Committee members and proponents.
- Aug. 4 Refugee Committee reviews staff recommendations and hears public testimony.
- Aug. 4 Resolution referred to the Board of Supervisors.
- Aug. 15 Committee of the Board hearing on resolution.
- Aug 22 Board of Supervisors approves Committee recommendations.
- Sept. 12 Mayor approves Refugee Committee recommendations.
- Sept. 12 Council approves Refugee Committee recommendations.
- Oct. 2 Refugee programs begin.

The Board of Supervisors resolution approving the County Plan will be sent as soon as it has been received.

Proponents were notified by use of local newspapers and an RFP mailing list developed and maintained by the PIC. The RFP incorporated relevant portions of this County Plan.

Proposals were reviewed and ranked by PIC staff. Those recommendations were reviewed by the Refugee Committee of the PIC, then approved by the PIC. The Government Efficiency and Labor Committee recommended approval of those same recommendations to the full Board of Supervisors. Public testimony was heard at both committee levels.

2. Target Population

While it is impossible to determine with any accuracy the number of refugees who will become residents in San Francisco from those who arrive from primary resettlement or from secondary migration or to determine the ethnicity of the refugees who will be served in the TA/RESS programs the PIC will give priority of services to those refugees who have been in the country 36 months or less and all non-exempt AFDC refugees excepted from GAIN also will be allowed access to services.

However, based on the approved refugee admissions which indicate another substantial increase in the number of Soviet refugees, data presented by the Central Intake Point (CIP), and public testimony from service providers at the Refugee Committee meeting, the decision has been made to revise the estimate of the refugees who will be served in FFY 1995.

SAN FRANCISCO REFUGEE COUNTY PLAN

Country of origin for FFY 1995 are estimates for San Francisco based on actual data for the period April 1, 1994 through March 31, 1995 submitted by the CIP:

Country of Origin	Percent
Former Soviet Union	66.7%
Southeast Asia	17.6%
Eastern Europe	7.6%
Near East	4.5%
Latin America	2.7%
<u>Africa</u>	<u>0.9%</u>
Total	100.0%

As of November 1, 1988, the implementation date of the Greater Avenues for Independence (GAIN) program in San Francisco, all refugee participants have been cash assistance recipients.

3. Service Components

a. Central Intake Point (CIP)

The CIP will be responsible for:

- (1) assessing the eligibility of refugees for both RESS or TA employment and training services and for supportive services
- (2) assessing the participants' employment and training needs and supportive services needs (including the administration of the BEST pre- and post-tests)
- (3) developing the employability development plans for participants who require services "to become self-sufficient through on-going unsubsidized employment."
- (4) tracking and reporting of the refugees' participation in services and progress in completing services described in the employability development plan.
- (5) making impartial referrals of refugees to available training and employment service slots funded with both refugee funds and funds from other sources.
- (6) developing and monitoring memoranda of understanding in all instances where refugees on cash assistance are enrolled into a non-refugee funded program. Monitoring will be in conjunction with PIC monitoring at least twice a year or more frequently if compliance issues arise.

Participant transportation needs will be handled by the PIC in coordination with the CIP. All other ancillary expenses will continued to be handled by the CIP.

b. Acculturation and social adjustment

Acculturation and social adjustment services are defined as activities directed at assisting refugees to understand and effectively utilize and interact with basic systems (outlined below) involving daily living and in dealing with problems which arise when these systems

or their interaction with them is not working as well as they should.

- (1) Welfare - includes information and orientation designed to improve understanding of cash, medical, social, employment-related training programs available to meet the refugees' needs as well as information on their rights and responsibilities in utilizing those programs.
- (2) Finance - includes banking, taxes, interest, contract purchases, etc.
- (3) Housing - includes landlord/tenant relations, leases, rental agreements, utilities and utility deposit, appliance usage, safety, maintenance and local housing standards.
- (4) Health - includes mental health and health services needs and the programs available to address those needs, requirements and methods of accessing such programs.
- (5) Education - includes organizations and content of educational programs, their operation and availability and the rights and responsibilities of administrators, teachers, parents and students in those programs.
- (6) Human Relations - includes differences in standards of courtesy and behavior at work, family, neighborhood and social situations between American and refugee cultures. Areas to address may include appropriate interaction with employer and co-workers, how to avoid and/or deal with neighborhood conflicts, family conflicts, parent/child conflicts, generational conflicts, etc.
- (7) Legal - includes role of law enforcement agencies, local/state/federal laws structured to protect citizens and civil rights standards in the United States. Also includes resources available when civil rights are violated in the workplace or in seeking housing or jobs. Specific areas to be addressed include safety vehicle operation, vehicle maintenance, driver training programs, drivers' licenses, traffic violations, auto accidents, insurance requirements, consumer protection and fish and game laws.

c. Training Technologies

The following technologies were selected as those which would provide the best program mix for the estimated eligible refugees. All placements will be counted in the ES/VESL, VT/VESL or OJT activities.

(1) Employment Services (ES)

For the purposes of participation in employment and training services, refugees receiving assistance through the "matching grant" program are also considered to be cash assistance recipients. However, matching grant participants may not participate in ES activities funded with TA or RESS funds.

ES consists of activities directed toward job placement for refugees. The activities are:

- (a) Assessment to develop a profile of the refugee's work history, training, education, physical condition, English language ability, and present degree of employability and/or barriers to employment, combined with the development of a detailed plan designed to secure employment in the shortest time possible;
- (b) Employment orientation includes familiarizing the refugee with American work habits and customs, providing necessary information and skills required to seek and maintain employment;
- (c) Job development to establish unsubsidized employment opportunities for refugees;
- (d) Job placement to assist the refugee in locating and obtaining permanent, full-time, unsubsidized employment. An Assisted Placement is one that is made as a direct result of the provider staff developing a job and referring a refugee to that job. An Unassisted Placement is one that is obtained without the direct assistance and specific referral of the job development staff; and
- (e) Follow-up consists of activities which assist the refugee in making a successful transition to employment by providing necessary support assistance to the refugee and employer so that the refugee is able to maintain his/her job. Follow-up requirements will be completed on the 90th day after the first day of employment and must be completed with both the employer and the refugee.

ES Requirements:

- (a) Each refugee referred to ES will make an on-site visit with the job developer/ES staff at least every two weeks.
- (b) Except for AFDC and/or RCA mandatory refugees, refugees who are employed less than 100 hours per month and not placed within 90 days of referral will be referred back to the CIP for reassessment. Refugees referred back to the CIP will be terminated from the provider's caseload.
- (c) ES will provide all refugees with structured job search workshops/job clubs.
- (d) ES providers will develop structured individual job search activities for refugees. At a minimum the ES provider will require refugees to:
 - (1) every week complete job applications with three employers that have the types of job openings that have been identified in the employability plan as appropriate for the refugee; and

- (2) every two weeks identify the names, addresses, and phone numbers of three new businesses (ones the refugee has never contacted) that have the type of jobs that the refugee is attempting to obtain.

Documentation of these job search efforts will be brought to the on-site visit at least every two weeks. Additional individual job search activities may be required of the refugees by the job developer/ES staff.

Alternatives to these requirements may be acceptable if the alternative strategies can be shown to be more effective. Any alternative will be described in detail by the provider, including the basis on which it was determined to be more effective. All strategies will ensure that the Mandatory Work Registration and Sanctioning System and refugee self-sufficiency through employment requirements will be adhered to. Any alternative strategy will include a discussion of how that strategy will impact other service providers including the CIP.

- (e) ES providers will continue to develop full-time job placements for refugees who are employed less than full-time, and specifically for the RCA or AFDC refugee who is placed in or enters employment of less than 100 hours a month. These refugees will continue job search activities and on-site visits though job contact requirements may be reduced to five every two weeks. These refugees (RCA/AFDC) will remain with the ES providers until they are placed into full-time employment. For all refugees employed less than full-time, the ES provider shall develop a plan to move them into full-time employment.
- (f) ES providers must develop a plan for each refugee who participates in job search activities and must verify the job search activities.
- (g) ES providers will use the ES Agreement (RS-27). The Agreement includes:
 - (1) an absence of three (3) consecutive days or more in reporting to the provider for required in-person contacts and/or conducting job search due to illness will be supported by a licensed doctor's signed verification that the refugee was too ill to participate;
 - (2) cumulative absences (both excused and unexcused) of 10 percent or more of the 90 days of ES activities will be considered non-participation/non-cooperation and will be reported as such to the CIP via the RS-3A;
 - (3) an illness (even if supported by a doctor's verification) of one or more weeks that prevents participation in job search will result in the provider referring the refugee back to the CIP for reassessment to determine if the refugee should

continue to participate in ES or be referred to SFDSS for redetermination of mandatory status.

A copy of the ES Agreement will be given to the refugee prior to enrollment. Verification that the refugee received the Agreement and an explanation of the Agreement in a language which the refugee understands will be maintained in the refugee's file along with a copy of the Agreement signed by the refugee.

- (h) ES providers will use job search forms, including Company Contacts and Leads (RS-23), Job Entry & Follow-up (RS-31), Client Contact (RS-32), ES Agreement, any related or substituted forms provided by the PIC or provider-developed forms approved by the PIC to document each participant's ES activities.
- (i) The ES provider will terminate non-mandatory refugees who fail to cooperate/participate. Once terminated from services such a refugee will not be served again for 90 days and will re-enter services through the CIP. The provider will notify the refugee of the termination on the RS-24, the CIP on the RS-3A, and the PIC on the PIC-3A.
- (j) All requirements which are applicable to all technologies and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to ES as well.

(2) Vocational Training (VT)

VT is instruction designed to develop specific occupational skills which will reflect local labor market needs. VT consists of:

- (a) Assessment to determine the potential for success in obtaining the skills required to work in a specific occupation;
- (b) Training to provide the refugee with an adequate level of vocational skills to perform successfully in a particular occupational setting;
- (c) VT job development to establish unsubsidized employment opportunities.
- (d) Job placement to assist the refugee in locating and obtaining permanent, full-time, unsubsidized employment. Job placement will be in the occupational area in which the refugee was trained and at or above the targeted wage. An Assisted Placement is one that is made as a direct result of the provider staff developing a job and referring a refugee to that job.

An Unassisted Placement is one that is obtained without the direct assistance and specific referral of the job development staff; and

- (e) Follow-up which consists of post-employment activities which assist the refugee in making a successful transition to employment by providing necessary support assistance to the refugee and employer so that the refugee is able to maintain his/her job. Follow-up requirements will be completed on the 90th day after the first day of employment. The 90-day follow-up will be completed with both the employer and the refugee.

VT Requirements:

- (a) If VESL is to be provided, it will be concurrent with the occupation specific vocational training.
 - (b) Training will reflect local labor needs.
 - (c) Training will be consistent with the refugee's aptitude and ability.
 - (d) VT providers will provide placement (employment) services for 90 days after the completion of training. The placement services provided to the participants will comply with all the requirements applicable to the ES activity.
- (3) Vocational English-as-a-Second Language (VESL):

VESL is instruction to teach English specific to a given occupation and/or specific vocational area which reflects local needs. It is designed to provide the refugee with the language skills needed to seek and maintain employment in a specific occupation or vocational area.

VESL requirements:

- (a) It will be in association with ES, VT, or OJT and will not be an independent training component. ES requirements will take priority over other components.
- (b) Where VESL has been established as an activity for completion, a completion will not be counted until the refugee is ready to proceed to the ES portion of the component, enters an OJT position, or becomes employed.
- (c) All requirements which are applicable to all technologies and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to VESL as well.

(4) On-the-Job Training (OJT)

OJT is salaried training at an employer's worksite designed to develop the specific skills for maintaining employment in a specified job. A reimbursable OJT contract is one in which up to fifty (50) percent of the refugee's salary for a limited period of time is subsidized to compensate for the costs of training the refugee to an acceptable skill level for unsubsidized, full-time, permanent employment. OJT activities are:

(a) Assessment to develop a profile of the refugee's work history, training, education, physical condition, English language ability, and present degree of employability and/or barriers to employment combined with the development of a specific and detailed plan designed to get the refugee employed in the shortest possible period of time;

(b) OJT orientation which includes familiarizing the refugee with American work habits and customs. The OJT providers will use the PIC OJT Agreement forms. The training outline contained in the PIC-OJT Agreement will be explained to the refugee in a language s/he understands and will be signed by the refugee. The refugee will be given a copy of the training outline and an explanation of its contents prior to enrollment.

Verification that the refugee has received the training outline prior to enrollment will be maintained in the refugee's case file along with a copy of the training outline signed by the refugee;

(c) OJT slot development to establish training slots for refugees;

(d) Job placement to assist the refugee in locating and obtaining permanent, full-time, unsubsidized employment. An Assisted Placement is one that is made as a direct result of the provider staff developing a job and referring a refugee to that job. An Unassisted Placement is one that is obtained without the direct assistance and specific referral of the job development staff; and

(e) Follow-up which consists of post-employment activities which assist the refugee in making a successful transition to employment by providing necessary support assistance to the refugee and employer so that the refugee is able to maintain his/her job. Follow-up requirements will be completed on the 90th day after the first day of employment. The 90-day follow-up will be completed with both the employer and the refugee.

OJT Requirements:

(a) OJT providers must use the PIC OJT Agreement which will be explained to the refugee in a language s/he understands.

- (b) OJT providers will continue to develop full-time job placements for refugees who are employed less than full-time, and specifically for the RCA or AFDC refugee who is placed in or enters employment of less than 100 hours a month. These refugees (RCA/AFDC) will remain with the OJT providers until they are placed into full-time employment. For all refugees employed less than full-time, the OJT provider will develop a plan to move them into full-time employment.
- (c) The OJT provider will terminate non-mandatory refugees who fail to cooperate/participate. Once terminated from services such a refugee may not be served again for 90 days and must re-enter services through the CIP. The provider will notify the refugee of the termination on the RS-24, the CIP on the RS-3A, and the PIC on the PIC-3A.
- (d) OJT providers must provide placement (employment) services for 90 days after the completion of training (if either an OJT refugee is not placed into an OJT slot or a refugee is not hired by the OJT employer at completion of the OJT training). The placement services provided to the refugees must comply with all the requirements applicable to the ES activity.
- (e) All requirements which are applicable to all technologies and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, apply to OJT as well.

d. Supportive Services

The specific supportive services which will be offered to eligible refugees will include transportation, ancillary expenses, referral to counseling and/or therapy, and referral to SFDSS/NET for childcare services.

- (1) Transportation - Eligible participants shall receive payments to cover the transportation costs attributable to the participant's travel to and from the training assignment and for a maximum of 30 days after job entry (including OJT) or until the refugee receives his/her first paycheck, whichever comes first.
- (2) Ancillary Expenses - which include the cost of books, tools, clothing, fees, and other necessary costs of a training program or employment will be paid for eligible refugees.
- (3) Personal Counseling - to the extent possible referral to counseling and/or therapy will be provided to refugees who have family or personal problems which would affect compliance with and/or successful completion of the terms of the refugee's employment plan.

- (4) Child Care - childcare needs for eligible refugees of the VARS and the RCA/ESS programs will be referred to SFDSS supplemental child care (for employed AFDC recipients); Transitional Child Care (for former AFDC recipients discontinued for excess earned income); non-GAIN Education and Training (NET) (for AFDC recipients enrolled in non-GAIN education or training); and Alternative Assistance Program (for AFDC applicants or recipients who choose MediCal and childcare assistance instead of regular AFDC payments)..

In addition to supportive services offered as part of the RESS/TA/MAA programs of the PIC, the Department of Public Health provides health screening for newly arriving refugees to identify health problems and provide treatment. For the convenience of the refugee and of future employers, refugees completing this screening may ask that proof of screening be included in their file at the CIP.

XI. PIC ADMINISTRATIVE BUDGET

The total PIC administrative budget will not exceed the allowable rate from TA or RESS. These funds will be used for staff salaries and fringe benefits of staff assigned to operations, fiscal, and Management Information System responsibilities for the program. A portion of allocated overhead costs and charges which can be directly attributed to the program will also be included. The same cost allocation plan which was approved by the RIPB and ORR for TA II will be used for the refugee funding for the FFY 1995 Refugee County Plan. The estimated breakdown of these costs will be as follows:

Staff salaries and fringe benefits	\$77,371
Other allocated overhead costs	\$13,540
Direct charges	\$5,803
— <i>Printing and Reproduction</i>	
— <i>Computer Costs</i>	
— <i>Travel Expenses</i>	
— <i>Materials and Supplies</i>	
— <i>Audit Costs</i>	
Grand Total	\$96,714

The PIC Time Distribution Sheet (PIC 136A) is completed each month by all PIC staff. Charges are made to the appropriate funding source and computed each month. The Time Distribution Sheets are kept on file and are available for review. A copy of the PIC Time Distribution Sheet is attached as Exhibit D.

The allocation plan used for overhead costs will continue to be computed in the same manner as in previous refugee programs. This allocation plan is based upon the proportion of staff time charged for refugee activities as documented with time distribution sheets which each PIC staffperson is required to complete. This allocation methodology was approved in the most-recent audit of the PIC programs.

XII. MONITORING/EVALUATION

A. Monitoring Responsibility

The responsibility for coordinating the monitoring function will reside with the Operations Unit under the Vice-President of Operations. The Fiscal Unit will maintain current financial records for all approved service providers and submit required financial reports according to guidelines and timelines established by the RIPB. Service providers will be required to provide the PIC with copies of the most recent audit reports.

Eligibility documents (RS-1) will be maintained for all enrolled refugees by the PIC Management Information Systems (MIS) Unit. The PIC's MIS will maintain a continuously updated refugee file of all refugees enrolled and placed in the program on the Data General mini-computer. The central electronic file will be the basis of controlling the non-duplication of services. Service providers will be notified of prior (or current) enrollment of refugees in another ongoing program in order to avoid duplication. A back-up hard copy filing system which will include relevant participant enrollment, status change, and termination documents will also be maintained.

B. Monitoring Frequency and Methodology

The monitoring of service providers will occur at two levels. First, there will be formal quarterly on-site visits by Contract Administrators from the Operations Unit. These quarterly monitoring visits will include:

- 1st Quarter - completion of the Start-up Checklist
- 2nd Quarter - completion of the Participant File Checklist
- 3rd Quarter - completion of Quarterly Monitoring Report
- 4th Quarter - completion of a final narrative evaluation

A Subcontractor's Quarterly Narrative Report will be required from all agencies and will cover pertinent start-up, administrative, operational, and performance issues.

Secondly, informal contacts (telephone or in person) with service providers will occur once or twice each month. These contacts are designed to provide service providers with feedback on observed activities and notify the Contract Administrators of any areas where deficiencies may exist. All contacts are documented and made a part of the file.

Desk reviews of service providers will occur each month with review and comparison of actual program accomplishments (as documented with verified enrollment, job entry, and follow-up reports which appear on monthly statistical reports prepared by the MIS) with program goals which appear in the individual negotiated subcontracts.

Grant termination and reduction actions are reported with refugee status change reports prepared by the service providers. To the extent possible, these activities will be verified with the SFDSS.

C. Areas to be Monitored

The PIC monitoring of the refugee service providers will occur on the following schedule:

AREA TO BE REVIEWED	PERIOD OF REVIEW			
	Start-up	On-going	Monthly	Quarterly
Agency understanding of requirements	√	√		
Adequacy of insurance coverage	√			
Plan/Actual accomplishments review			√	√•
Accuracy of fiscal expenditures			√	√
Accuracy of statistical data			√	
Accuracy of refugee status		√		
Compliance with mandatory registration/sanctioning system		√		
Services to priority groups		√		
Adequacy of documentation			√	√
Participant 30/90-day follow-up			√	√
Corrective action follow-up as required by schedule identified in the corrective action plan				

D. Evaluation of Service Providers

PIC staff will provide on-going monitoring as described above. A service provider will be considered to be deficient in its performance if it is unable to maintain a level of at least 65% of its service and placement goals.

The Refugee Committee will review the performance of the service providers when considering reallocation of funds or new subcontracts.

XIII. ASSURANCES

The PIC will comply with the following:

TA/RESS Required Assurances:

- A. That the planning process was developed through a meaningful consultation process with private sector employers, affected public agencies including the CWD, the Private Industry Council, the refugee/entrant community, local service providers serving refugees and other interested parties;
- B. That continuation of existing components will be in accordance with DSS guidelines;
- C. That no contract found deficient in its performance will be awarded, continued or expanded unless the DSS gives prior approval of a County corrective action plan for such project;
- D. That the TA and RESS administrative budget is in accordance with 45 CFR, Part 95, Subpart E, the County Cost Allocation Plan;
- E. That all requested salaries and fringe benefits for County administration and for services the County is proposing to deliver directly reflect are below the current County wage & benefit scales;
- F. That all applicants for TA/RESS-funded services shall be cash assistance applicants and recipients as defined by Section III, Item A, except for the MAA component.
- G. Matching grant recipients will not be allowed to participate in Employment Services.

- H. That the County will comply with all statistical/fiscal reporting requirements on a timely basis.
- I. That refugee women will have the same opportunities as refugee men to participate in training and instruction.
- J. That services will be provided in accordance with individual employability plans for each refugee.
- K. That the county will comply with the instructions regarding the targeted population.
- L. That all services will be provided by qualified providers (public or private non-profit or for profit agencies or individuals) in accordance with State and Federal regulations regarding provision of service to refugees.
- M. That the County Welfare Director will be notified of the client's participation and employment status and provided information regarding all TA/RESS supportive services payments made to refugee cash assistance recipients participating in TA/RESS-funded services.

TA-Specific Required Assurances:

- A. That all TA-funded services will be provided qualified providers (public or private non-profit or for profit agencies or individuals) in accordance with the following administrative regulations published under 45 CFR:
 - 45 CFR, Part 74, Sections: 74.62, 74.173, 74.174; 74.304; 74.710; and 74.715;
 - 45 CFR, Part 92 as published in the Federal Register of March 11, 1988.
- B. That TA funds will not be used to offset funding otherwise available to Counties or local jurisdictions from the State agency in its administration of other programs .
- C. That employment-related TA funds will support projects which directly enhance refugee employment potential, have specific employment objectives, and are designed to enable refugees to obtain jobs with less than one year's participation in the TA program.

RESS-Specific Required Assurances

- A. That the County's procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, Purchase of Services, (Chapter 23-600) section of the DSS EAS Manual; and that the procurement process will provide for priority consideration for funding refugee community-based organizations which demonstrate the capacity, comparable to that of other competitors who qualify for funding, to implement the proposed services.
- B. That the RESS-funded services system will include the following activities:
 - verification/documentation of refugee status;
 - determination of eligibility for services;

SAN FRANCISCO REFUGEE COUNTY PLAN

- assessment and reassessment of refugee service needs;
 - development of a client employability plan which meets the requirements of Section 400.79 of the Federal Refugee Regulations;
 - referrals of all non-exempt RCA applicants and recipients for participation in available/appropriate employment and training programs; and
 - tracking/reporting client progress (including non-participation/cooperation) to the CWD.
- C. That accountability for supportive services payments will be maintained by:
- documenting 1) eligibility/need for supportive services and 2) verification of client participation; and
 - separating the functions of certifying client participation and disbursing supportive services payments.
- D. That the County will establish policies/procedures designed to assure compliance with the mandatory work registration/sanctioning requirements.

PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

REFUGEE COMMITTEE

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 951-3107

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 Deputy Superintendent
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 PO Box 7988, Unit K-000
 San Francisco, CA 94120
 557-5111

TARGETED ASSISTANCE GOALS/OUTCOMES

GUIDELINES EXHIBIT H
CONTRACTS EXHIBIT A

FFY 1995

Service Period 10/01/95 through 09/30/96

County: **SAN FRANCISCO**

COMPONENT /1 TITLE/ALLOCATION	6 MONTH GOALS:				12 MONTH GOALS:				END OF PROJECT GOALS:			
	Persons Completed /2	Persons Placed /2	90-Day Retent.	Off Aid	Persons Completed /2	Persons Placed /2	90-Day Retent.	Off Aid	Persons Completed /2	Persons Placed /2	90-Day Retent.	Off Aid
CIP \$27,500	(90)	NA	NA	NA	NA (136)	NA	NA	NA	NA	NA	NA	NA
ES \$150,000	60	55	0	50	96	72	70	2	72	61		
VT/VESL \$20,000	15	7	0	7	20	18	18	0	18	15		
OJT \$32,000	15	7	0	7	20	14	14	0	14	11		
SUPPORTIVE SERVICES • \$14,635	(90)	NA	NA	NA	NA (136)	NA	NA	NA	NA	NA	NA	NA
TOTALS \$244,135	90	69	64	0	64	64	136	104	102	2	104	87

/3 \$244,135/4 \$43,083/5 \$287,218/1 Must include all services funded whether or not goals are applicable (e.g., CIU/CIP)/2 Applicable only to English-as-a-Second Language and Vocational Training Component./3 Should equal total of the County's direct services allocation for the grant period./4 Enter County Administration total grant period./5 Enter County Program total grant period.

NA - Not Applicable

BRIEF DESCRIPTION OF TA COMPONENTS

1. Central Intake Point
Performs intake and assessment of all mandatory referrals from local Department of Social Services (DSS), non-mandatory referrals of cash assistance recipient refugees from public or private agencies including other refugee referrals, and self-referrals.
2. Employment Services
Activities directed toward job placement, along with instruction to teach English specific to a given occupation and/or specific vocational area. It is designed to provide the refugee with the language skills needed to seek and maintain employment in a specific occupational or vocational area.
3. Vocational Training/Vocational English-as-a-Second Language
Instruction designed to develop specific occupational skills which will reflect local labor market needs, along with instruction to teach English specific to a given occupation and/or specific vocational area. It is designed to provide the refugee with the language skills needed to seek and maintain employment in a specific occupational or vocational area.
4. On-the-Job Training
Training at an employer's worksite designed to develop the specific skills for maintaining employment in a specific job. The employer is reimbursed for the extraordinary training costs to bring the skill level of the refugee up to a productive level. The length of time of the OJT contract is determined by the Dictionary of Occupational Titles (DOT) based on the job description of the position.
5. Supportive Services
When needed, funds are used to cover the transportation expenses of the refugee getting to and from various appointments and/or training programs. Ancillary services includes eyeglasses, and most other items needed by a refugee to begin work.

EXHIBIT B-2

COUNTY: **SAN FRANCISCO**

STATE/SAN FRANCISCO CONTRACT A-1

RESS '95 SERVICES COMPONENT NARRATIVES.OUTCOMES/ALLOCATIONS

SERVICE PERIOD: **October 1, 1995 to September 30, 1996**

12-Month portion of RESS funds for FFY 1995:

\$357,538

Service Component	Proposed Funding	Persons				
		Served	Comp.	Placed		90 Day
				FT	PT	
Central Intake Point (CIP)	\$77,321	(164)	NA	NA	NA	NA
Acculturation and Social Adjustment*	\$26,371	800	NA	NA	NA	NA
Employment Services/Vocational English-as-a-Second Language (ES/VESL)	\$151,100	129	129	74	10	84
Vocational Training/Vocational English-as-a-Second Language (VT/VESL)	\$28,750	35	35	20	3	23
Supportive Services	\$20,365	(164)	NA	NA	NA	NA
PIC Administrative Costs	\$53,631	NA	NA	NA	NA	NA
TOTALS	\$357,538	964	164	94	13	107
* Mutual Assistance Association services						
NA - Not Applicable						

BRIEF DESCRIPTION OF RESS COMPONENTS

1. Central Intake Point
Performs intake and assessment of all mandatory referrals from local Department of Social Services (DSS), non-mandatory referrals of cash assistance recipient refugees from public or private agencies including other refugee referrals, and self-referrals.
2. Acculturation and Social Adjustment
Activities directed at assisting refugees to understand and effectively utilize and interact with basic systems such as welfare, finance, housing, health, education, human relations and legal matters involving daily living including when problems may arise between the refugee and any part of the system.
3. Employment Services/Vocational English-as-a-Second Language
Activities directed toward job placement, along with instruction to teach English specific to a given occupation and/or specific vocational area. It is designed to provide the refugee with the language skills needed to seek and maintain employment in a specific occupational or vocational area.
4. Vocational Training/Vocational English-as-a-Second Language
Instruction designed to develop specific occupational skills which will reflect local labor market needs, along with instruction to teach English specific to a given occupation and/or specific vocational area. It is designed to provide the refugee with the language skills needed to seek and maintain employment in a specific occupational or vocational area.
5. Supportive Services
When needed, funds are used to cover the transportation expenses of the refugee getting to and from various appointments and/or training programs. Ancillary services includes eyeglasses, and most other items needed by a refugee to begin work.

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PRIVATE INDUSTRY COUNCIL

OF SAN FRANCISCO, INC.

**NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE**

DATE:	Thursday, June 15th, 1995
TIME:	9:00 - 11:00 A.M.
LOCATION:	Auditorium Community College District Office 33 Gough Street

111
Agenda

1. Public testimony on agenda items as authorized by the Committee chairman throughout the course of the meeting
2. Adoption of agenda
3. Approval of minutes for the Committee's May 25th meeting
4. Update on proposed federal rule changes to the refugee program.
5. Discussion of draft Refugee County Plan [Material enclosed]
6. Public testimony on non-agenda item

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please call Roberta Fazande at 621-6853 or TDD 621-3832
at least 72 hours in advance*

Issued June 8, 1995

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Refuge Comm



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
DRAFT MINUTES
* REFUGEE COMMITTEE MEETING
JUNE 15, 1995

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PRESENT:

Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Louella Lee, Billy Ray, Liz Strand.

ABSENT:

Lisa Chanoff, Linda Davis, Mary Edington, Ann Lazurus, Rose Mary Lee, Robert Rubin.

Minutes of the May 25 meeting were approved as amended.

Jack Fitzpatrick, Chairman, introduced Liz Strand representing the local Department of Social Services as new member to the Refugee Committee.

Motion to adopt the minutes of the May 25th meeting moved by Margi Dunlap and seconded by Billy Ray.

Speakers: None

Ayes: Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Louella Lee, Billy Ray, Liz Strand

Nays: None

Abstentions: None

Motion to shift MAA funds to the employment and training component moved by Margi Dunlap, no second.

Motion to accept the draft refugee county plan which incorporated issues cited by the Refugee Program Bureau staff regarding the county plan and revised to address concerns from the Committee that the county plan allow for AFDC recruitment and extension of subcontracts if possible moved by Margi Dunlap and seconded by Hyacinth Ahuruonye.

Speakers: Abbey Snay, Jim Kennedy, Bryan McGowan, Hyacinth Ahuruonye, Carmela Gold, Margi Dunlap

Ayes: Hyacinth Ahuruonye, Margi Dunlap, Carmela Gold, Louella Lee, Billy Ray, Liz Strand.

Nays: None

Abstentions: Don Climent

The meeting was adjourned at 10:20 a.m.

The next meeting is scheduled for Thursday, August 3 from 9:00 a.m. to Noon in the Auditorium of the City College of San Francisco District Office located at 33 Gough Street.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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JUL 10 1995

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TO: COUNCIL MEMBERS
MAYOR JORDAN

DATE: JULY 7, 1995

FROM: *for*  JACK FITZPATRICK, CHAIRMAN

SUBJECT: REFUGEE COMMITTEE REPORT FOR JUNE 15.

The Refugee Committee reviewed the draft Refugee County Plan prepared by the PIC staff. The County Plan included suggested revisions proposed by the State Refugee Program Bureau (RPB). The major revisions to this year's County Plan include focusing the services on Refugee Cash Assistance (RCA) clients and extending services to refugees receiving Aid to Families with Dependent Children (AFDC) if funds and service slots are available, and the option to extend refugee subcontractors based on performance criteria.

A statement was added to this year's County Plan that "should any amendments or revisions to the federal and/or state guidelines be made, the PIC will comply with them, once notified by the appropriate entity" at the recommendation of the RPB because the federal Final Rule had not been issued prior to the date (June 30) the County Plan was due in Sacramento.

The Refugee Committee is recommending the Council approve the draft County Plan at its July 11 meeting. The County Plan will then be forwarded to the Mayor and the Board of Supervisors for their review and approval.

cc: Ernie Lynch, RPB
Refugee Subcontractors
PIC Staff
Members, PIC Refugee Committee
Anthony Lincoln, MOCYF

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// PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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JUL 11 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JULY 10, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-15 AND 17.

RCL 95-15 dated May 30, 1995 and received June 5 contained the final draft version of the "Boilerplate Language for Targeted Assistance (TA) and refugee Employment Social Services (RESS)" contracts. Staff decided to wait until the final version was issued to share this specific RCL.

RCL 95-17 dated June 27, 1995 and received July 3 contained information on the final "Boilerplate Language for Targeted Assistance (TA) and refugee Employment Social Services (RESS)" contracts. The 13-page document specified the responsibilities of the Contractor (the State) and Subcontractor (the County); much of which appears to be the same as previous years. Due to the move of the PIC office during the last week of June and first week of July, staff has not had an opportunity to review the requirements but will take a closer look in the next few weeks to see what, if any, revisions there are, their potential impact for the PIC and possibly for its subcontractors.

On July 3 the PIC received from RPB the Office of Refugee Resettlement (ORR) State Letter 95-22 dated June 28, 1995, announcing the publication of the Final Rule. It was published in the Federal Register on June 28, 1995. The 25-page document contains the comments received by the ORR and its responses. The document does not include the revised wording of the regulations, rather what was amended, deleted or added to the previously amended regulations. We are trying to obtain a copy of the governing rules to compare what the wording should be for those amended sections.

Today, we also received a letter from William C. Jordan, Acting Chief of the Employment and Refugee Programs Branch informing us that Bruce Kennedy has been reassigned to a new position and is no longer Chief of the Refugee Program Bureau and that Mr. Michael F. Back is assuming the responsibilities of acting chief pending recruitment of a permanent replacement. This change is effective immediately.

If you would like a copy of either of these items please contact Greg or Joyce.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JULY 25, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-20.

RCL 95-20 dated July 21, 1995 and received July 24 contained information which specifies the various organizations impacted by the recent adoption of the Final Rule (implemented June 28, 1995). It provides a simple and concise summary of the major revisions that went into effect when the Final Rule was adopted. The seven-page information document is attached for your information.

PIC staff has not had an opportunity to review this document to see what potential impacts there will be for the PIC and/or for the subcontractors. If you find any issues you believe may have an impact on the PIC or its refugee subcontractors, please share them with either Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814



July 21, 1995

REFUGEE COORDINATOR LETTER NO. 95-20

To: County Refugee Coordinators

Enclosed for your information is a document prepared by our staff which specifies the new Federal Office of Refugee Resettlement's requirements and the organizations which are impacted by these requirements.

We hope this will be a helpful tool for you to use as you begin your implementation process.

If you have any questions regarding policy issues, please contact Mr. Al Martinez, Chief, Refugee Policy and Systems Section, at (916) 654-3003; if you have questions regarding the implementation process, please contact Ms. Pat Moore, Chief of the Refugee Program Implementation Section, at (916) 654-4356.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael F. Back", is written over the typed name.

Michael F. Back, Acting Chief
Refugee Programs Bureau

Enclosure

c: Gayle Smith
Bill Jordan

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES**REQUIREMENT****ORGANIZATIONS IMPACTED****Subpart B - Grants to States for Refugee Resettlement**

Section 400.5(h) is revised to expand the types of agencies that a State must meet with on a quarterly basis to plan and coordinate the placement of refugees in advance of their arrival. This revision requires the inclusion of local community service agencies and other agencies that serve refugees in these quarterly meetings.

Local VOLAGS, County Refugee Coordinators, and local community service agencies

Section 400.13(d) is revised to prohibit the charging of case management costs against the cash assistance, medical assistance, and administrative costs (CMA) grant.

County Welfare Departments and County Refugee Coordinators

Subpart F - Requirements for Employability Services, Job Search, and Employment

Section 400.75(a)(1) is amended by requiring, as a condition for receipt of refugee cash assistance, that a refugee who is not exempt under 400.76 must participate in employment services within 30 days of receipt of aid.

County Welfare Departments, County Refugee Coordinators, and Service Providers

Section 400.76(a)(7) is amended by exempting from participation in employment services and acceptance of appropriate employment, a parent or other caretaker relative of child under age 3, rather than age 6, who provides full-time care of the child.

County Welfare Departments, County Refugee Coordinators, and Service Providers

Section 400.76(a)(9) is amended by exempting a pregnant woman from registration and participation in employment services if the child is expected to be born within the next 6 months, instead of the next 3 months.

County Welfare Departments and Service Providers

The proposed changes in 400.76 (a)(7) and (a)(9) would make ORR policy consistent with the requirements of the Job Opportunities and Basic Skills Training (JOBS) program.

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES**REQUIREMENT****ORGANIZATIONS IMPACTED****Subpart B - Grants to States for Refugee Resettlement**

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County Welfare Departments and County Refugee Coordinators

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County Welfare Departments and Service Providers

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IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES

REQUIREMENT

Section 400.79(a) is amended to emphasize that an employability plan must be developed as part of a family self-sufficiency plan where applicable for each non-exempted recipient of refugee cash assistance in a filing unit.

Section 400.80 is revised by replacing the existing job search requirement with the provision that a State must require job search for employable refugees where appropriate. Other references in the regulation to job search at 400.75(a)(2), 400.76(b), 400.79(c)(3), 400.82, and 400.156(a) are also removed.

Subpart I - Refugee Social Services

Section 400.141 is amended by removing title XX social services from the "Other services" which may be funded.

Section 400.145 is amended by adding the requirement that a State must insure that women have the same opportunities as men to participate in all services funded under this part, including job placement services.

Section 400.146 is revised by removing the current requirement that a State must use at least 85 percent of its social service grants to provide employability services if a State's dependency rate is 55 percent or more and by replacing it with a general requirement that a State must use its social service grants primarily for employability services designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. Social services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job.

ORGANIZATIONS IMPACTED

County Refugee Coordinators, County Welfare Departments, and Service Providers

County Refugee Coordinators, County Welfare Departments, and Service Providers

County Refugee Coordinators and County Welfare Departments

County Refugee Coordinators and Service Providers

County Refugee Coordinators and Service Providers

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES

REQUIREMENT

Section 400.147 is revised by establishing client priorities for services in the following order of priority, except in the most extreme circumstances: (1) All newly arriving refugees during their first year in the U.S., who apply for services; (2) refugees who are receiving cash assistance; (3) unemployed refugees who are not receiving cash assistance; and (4) employed refugees in need of services to retain employment or to attain economic independence. Assignment of first priority to newly arriving refugees is intended to ensure that these refugees receive timely services and are not placed on waiting lists for core refugee services.

Section 400.152 is amended by removing references to title XX services and by revising paragraph (b) to limit the provision of social services, with the exception of referral and interpreter services, to refugees who have been in the U.S. for 60 months or less, except that refugees who are receiving employability services, as defined in 400.154(a), as of September 30, 1995, as part of an employability plan, may continue to receive those services through September 30, 1996, or until the services are completed, whichever occurs first, regardless of their length of residence in the U.S. As of the effective date of this requirement, the time-limitation on services will apply regardless of which fiscal year of funding is used to provide the services.

Section 400.154 is amended by adding the development of a family self-sufficiency plan as an allowable service under 400.154(a). Section 400.154 is also amended to clarify under 400.154(g) that day care as an allowable service means day care for children. Section 400.154 is further amended by revising paragraph (h) to allow transportation as a job-related expense.

ORGANIZATIONS IMPACTED

County Refugee Coordinators and Service Providers

County Welfare Departments, County Refugee Coordinators, and Service Providers

County Refugee Coordinators and Service Providers

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES

REQUIREMENT

Section 400.155(b) is amended to clarify that outreach services may include activities designed to explain the purpose of available services and to facilitate access to these services.

Section 400.155(c)(1) is amended to clarify that assessment and short-term counseling may be provided to families as well as individual persons.

Section 400.155(d) is amended to clarify that day care as an allowable service means day care for children.

Section 400.155(h) is revised to read as follows: Any additional services, upon submission to and approval by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.

Section 400.156 is amended by revising the heading to read "Service requirements" and by amending 400.156(b) to clarify that, in planning services, States must take into account the reception and placement (R&P) services provided by resettlement agencies in order to ensure the provision of seamless, coordinated services to refugees that are not duplicative. Section 400.156 is also amended by adding new paragraphs (c), (d), (e), (f) and (g) that read as follows:

(c) English language instruction funded under this part must be provided in a concurrent, rather than sequential, time period with employment or with other employment-related services.

(d) Services funded under this part must be refugee-specific services which are

ORGANIZATIONS IMPACTED

County Refugee Coordinators and Service Providers

County Refugee Coordinators and Service Providers

County Refugee Coordinators and Service Providers

County Welfare Departments, County Refugee Coordinators, and Service Providers

Local VOLAGS, County Refugee Coordinators, County Welfare Departments, and Service Providers

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES

REQUIREMENT

ORGANIZATIONS IMPACTED

designed specifically to meet refugee needs and are in keeping with the rules and objectives of the refugee program, except that vocational or job skills training, on-the-job training, or English language training need not be refugee-specific.

- (e) Services funded under this part must be provided to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background.
- (f) Services funded under this part must be provided to the maximum extent feasible in a manner that includes the use of bilingual/bicultural women on service agency staffs to ensure adequate service access by refugee women.
- (g) A family self-sufficiency plan must be developed for anyone who receives employment-related services funded under this part.

Providing services in a manner that is culturally and linguistically compatible means that an agency providing services funded under this part must employ or contract with staff who: (1) Speak the native language of and (2) are either from the same ethnic background as, or are culturally knowledgeable of, the refugee populations the agency serves.

Subpart L - Targeted Assistance

Section 400.313 requires that a State must use its targeted assistance grant primarily for employability services designed to enable refugees to obtain jobs with less than one year's participation in the targeted assistance program in order to achieve economic self-sufficiency as soon as possible. Targeted assistance services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. Targeted assistance funds may

County Refugee Coordinators and Service Providers

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES

REQUIREMENT

not be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year.

Section 400.314 establishes client priorities for targeted assistance services in the following order of priority, except in the most extreme circumstances: (1) Cash assistance recipients, particularly long-term recipients; (2) unemployed refugees who are not receiving cash assistance; and (3) employed refugees in need of services to retain employment or to attain economic independence.

Section 400.315 establishes that the same standards and criteria that are applied in the determination of eligibility for refugee social services under 400.150 and 400.152(a) shall be applied in the determination of eligibility for targeted assistance services. Section 400.315 limits the provision of targeted assistance services, except referral and interpreter services, to refugees who have been in the U.S. for 60 months or less, except that refugees who are receiving employability services, as defined in 400.316, as of September 30 1995, as part of an employability plan, may continue to receive those services through September 30, 1996, or until the services are completed, whichever occurs first, regardless of their length of residence in the U.S. As of the effective date of this requirement, the time-limitation on services will apply regardless of which fiscal year of funding is used to provide the services.

Section 400.316 establishes that a State may provide the same scope of services under targeted assistance as may be provided under refugee social services under 400.154 and 400.155, with the exception of 400.155(h). Since the purpose of the targeted assistance

ORGANIZATIONS IMPACTED

County Refugee Coordinators and Service Providers

County Welfare Departments, County Refugee Coordinators, and Service Providers

County Refugee Coordinators and Service Providers

IMPLEMENTATION OF THE JUNE 28, 1995 RULE BY THE COUNTIES**REQUIREMENT**

program is to direct resources to localities that have large refugee populations and high use of public assistance by refugees, ORR's intent is to focus the use of targeted assistance funds on employability services aimed at economic self-sufficiency, while providing States and counties some flexibility to use the funds for nonemployment-related services. Thus, ORR has included the nonemployment-related services that are allowable under 400.155, but have not included the new category of services that has been added under 400.155(h), which includes services to strengthen family and community.

Section 400.317 establishes that a State must adhere to the same limitations and restrictions in the provision of targeted assistance services as are applied to the provision of refugee social services under 400.156.

ORGANIZATIONS IMPACTED

County Refugee Coordinators and Service Providers





PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

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JUL 25 1995

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DATE:	Thursday, August 3, 1995
TIME:	9:00 - 12:00 P.M.
LOCATION:	Auditorium Community College District Office 33 Gough Street

Agenda

1. Adoption of agenda.
2. Approval of minutes for the Committee's June 15 meeting (enclosed).
3. Update on federal Final Rule for refugee programs.
4. Public hearing on proposals submitted in response to Request For Proposal (material to follow).
5. Public testimony on non-agenda items.

Committee members please RSVP to 931-7460



*If you require special accommodation due to a disability
please call Roberta Fazande at 931-7460 or TDD 749-7403
at least 72 hours in advance*

Issued July 24, 1995

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Refugee Committee



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
DRAFT MINUTES
REFUGEE COMMITTEE MEETING
AUGUST 3, 1995

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JUN 17 1996

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Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Louella Lee, Rosemary Lee, Bryan McGowan, Billy Ray

ABSENT:

Linda Davis, Lisa Chanoff, Mary Edington, Ann Lazarus, Robert Rubin, Liz Strand.

The meeting was convened by Jack Fitzpatrick, Chairman, at 9:15 a.m.

Jack Fitzpatrick introduced Rosemary Lee representing the local Health Department Newcomers Program for refugees as new member to the Refugee Committee.

Motion to adopt the minutes of the June 15 meeting with one revision, Bryan McGowan was not present at the meeting, moved by Margi Dunlap and seconded by Billy Ray.

Speakers: None**Ayes:** Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Louella Lee, Rosemary Lee, Bryan McGowan, Billy Ray**Nays:** None**Abstentions:** None**Update on Final Rule**

Greg Marutani reported on the Refugee Coordinators meeting he attended on July 25 some of the things that were discussed at the meeting which included the State's consideration of a new formula allocation. They proposed three possible formulas based on new arrivals only, refugees on aid 60 months or less, or a combination of the first two.

He also reported that the County Plans will be required to include performance measures and much more detailed breakdown on the types of refugees to be served. He commented that it will be more than likely counties will be measured each quarter to their planned figures, then required to respond to variances from the plan.

Don Climent mentioned one of the final rule changes that RCA must receive services within 30 days. This could be a problem since we do not have enough slots to respond to this requirement. We may have to seek a waiver.

It was moved by Margi Dunlap and seconded by Billy Ray to accept PIC staff recommendations.

Speakers: Abbey Snay, JVS; Mulugeta Gerefa, TBC requested \$10,000 more; Miguel Garcia-Vidal, Catholic Charities; Roger Bartlett, MAA Council; Don Climent, International Rescue Committee; Denise McCarthy, Career Resource Development Center; Joyce Cho, Community Educational Services; Don Dilts, Catholic Charities

Ayes: Hyacinth Ahuruonye, Margi Dunlap, Carmela Gold, Louella Lee, Rosemary Lee, Bryan McGowan, Billy Ray**Nays:** None**Abstentions:** Don Climent

The meeting was adjourned at 10:30 a.m.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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SEP 11 1995
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TO: COUNCIL MEMBERS

FROM: *Jack Fitzpatrick*
JACK FITZPATRICK, CHAIRMAN

SUBJECT: REFUGEE COMMITTEE REPORT.

DATE: SEPTEMBER 7, 1995

BACKGROUND

The Refugee Committee met on August 3, 1995 to review the recommendations prepared by the PIC staff regarding the twelve proposals submitted by seven agencies in response to the Request For Proposal (RFP) issued in early July 1995. After a presentation by the PIC staff, Committee members asked questions and listened to public testimony from those present at the meeting. It was moved and seconded by the members of the Refugee Committee to accept PIC staff recommendations and forward those recommendations to the Council for approval at its September 19 meeting.

The following agencies are being recommended to receive funds from the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs to operate employment and training programs to serve refugees receiving public assistance in San Francisco beginning October 1, 1995.

International Rescue Committee	\$104,794
Catholic Charities-REAP	\$51,390
Third Baptist Church	\$11,045
Career Resources Development Center	\$60,880
Jewish Vocational Service	\$170,850
Mutual Assistance Association Council	\$89,083
Subtotal	\$488,042
Transportation	\$31,486
OJT Set Aside	\$12,500
PIC Administration	\$93,887
Total	\$625,915

A resolution has been introduced to the Board of Supervisors asking for permission to apply for, accept, and expend refugee funds according to the 1995 Refugee County Plan. The resolution will be considered at the September 12 meeting of the Government Efficiency and Labor Committee. It is expected that the Committee will refer the resolution to the Board of Supervisors for approval and it will then be signed by the Mayor in the next few weeks.

RECOMMENDATION

The Refugee Committee is recommending the Council approve the recommendations of the above mentioned organizations and dollar amounts to receive funds to serve refugees in San Francisco receiving public assistance.

cc: Refugee Committee
Refugee Proponents
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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SEP 13 1995
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: SEPTEMBER 11, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-125, 26, AND 27.

RCL 95-25 dated August 15, 1995 and received August 21 included the Office of Refugee Resettlement (ORR) State Letter Number 95-29 which provides guidance to states and counties on setting annual outcome goals. Because of the potential impact of these outcome goals may have in San Francisco the entire text of the ORR State Letter is attached. Please review this material as we will need to discuss setting outcome goals for Federal Fiscal Year 1996 (beginning October 1, 1996) which must show continuous improvement of performance in the six measures defined in the State Letter.

Staff will review these measures to see what impact they may have on the local refugee county plan, where the data for the measures may be gathered without having to duplicate data collection, and see what other impact these measures may pose. Items such as "Cash Assistance Terminations Due to Earnings" and "Cash Assistance Reductions Due to Earnings" will require additional coordination with the local Department of Social Services.

Another measure which may be cause for concern is "Entered Employment with Health Benefits Available." A decision will need to be made about who and how this data will be collected.

The cost of revising the local management information system (MIS) each time new or additional data are requested by either the State or Federal sources impose a heavy toll on the administrative costs for the refugee programs with no consideration or compensation to the local administrative entity. It has been our experience to see additional data elements added, and rarely, if ever, delete any of the elements already being collected. These issues will need to be discussed further at a later date in context with the six performance measures required by ORR.

RCL 95-26 dated August 28, 1995 and received August 31 included additional revisions to the Contract Boilerplate language. Staff will do an analysis of these latest revisions to see what impact they may have on the upcoming refugee contract and report back at a later date.

RCL 95-27 dated August 25, 1995 and received August 31 included the County Guideline instructions regarding the counties' administration of the Refugee Employment Social Services (RESS), Targeted Assistance (TA), and Former Reeducation Detainee funds. These guidelines become effective October 1, 1995. The packet includes over 200 pages, including attachments.

If you would like a complete copy of any or all of these RCLs please contact Greg or Joyce.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

GUIDANCE TO STATES ON SETTING ANNUAL OUTCOME GOALS

Background

The Government Performance and Results Act (GPRA) of 1993 (P. L. 103-62) requires Federal agencies to prepare annual performance plans for each program activity beginning with Federal fiscal year (FY) 1999. In addition, GPRA provisions require that the Office of Management and Budget (OMB) designate ten Federal agencies in FY 1994 to operate three-year GPRA pilot projects prior to government-wide GPRA implementation. The Office of Refugee Resettlement (ORR) has been designated as a GPRA pilot within the Department of Health and Human Services, Administration for Children and Families. This designation as a GPRA pilot requires ORR to implement a performance plan for measuring outcomes in ORR-funded program activities.

In order to facilitate this process, ORR convened a workgroup comprised of State Refugee Coordinators and ORR staff to consider the issues related to establishing performance measures and annual outcome goals and to make recommendations as to how to proceed. The workgroup's report was sent to States for comment last March. The major recommendations of the Performance Results Workgroup were:

1. To require States to establish annual outcome goals aimed at continuous improvement of performance along the 6 measures defined below.
2. Beginning with FY 1996, request States, and in the case of California, counties receiving ORR funds, to submit an annual outcome goal plan for the fiscal year on November 15 of each year.

This letter provides guidance to States and counties on the process to be followed in setting annual outcome goals, based on the recommendations in the Performance Results Workgroup Report.

Timelines

All States participating in the State-administered refugee resettlement program; and, in the case of California, all counties receiving ORR social services or targeted assistance formula funds, are to submit an annual outcome goal plan for FY 1996 to ORR on November 15, 1995.

Annual outcome goal plans will be due to ORR on November 15 of each subsequent year. The submission of an annual outcome goal plan is separate from the Annual Services Plan, which, beginning with FY 1996, is also due to ORR on November 15th of each year. Separate ORR guidance will be issued to states on preparation and submission of the Annual Services Plan based on the existing Annual Services Plan. The revised Annual Services Plan is currently in clearance at OMB.

Measures

States and ORR-funded California counties are required to set goals on each performance measure defined below. These definitions have been made consistent with the definitions that will be used in the revised quarterly performance report (QPR), currently in clearance at OMB.

• Entered employment

- a. full-time (35 or more hours per week)
- b. part-time (fewer than 35 hours per week)

Entered employment is defined as the entry of an active participant enrolled in employment services into unsubsidized employment for at least one day during any quarter of the Federal fiscal year (10/1 - 9/30).

• Cash assistance terminations due to earnings

A cash assistance termination (grant termination) is defined as the closing of a cash assistance due to earned income in an amount that is predicted to exceed the State's payment standard for the case based on family size, rendering the case over-income for cash assistance.

• Cash assistance reductions due to earnings

A cash assistance reduction (grant reduction) is defined as a reduction in the amount of cash assistance that a case receives as a result of earned income from employment.

- Average hourly wage at placement

Average hourly wage at placement (employment entry) is defined as the sum of the hourly wages for the unduplicated number of full-time placements in employment during the fiscal year divided by the total unduplicated number of individuals placed in full-time employment.

- Employment retention

This is a measure of continued participation in the labor market, not retention of a specific job. Employed means working for wages on the 90th day from placement at any unsubsidized job. Where there have been multiple placements for the same individual within the same Federal fiscal year, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed, unless the individual has obtained other employment.

- Entered employment with health benefits available

This item reflects the availability of health benefits, at any point within 6 months of placement for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option. Benefits should be considered available if self-only coverage is available to the employee, even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Establishing the Goal Plan

When establishing an outcome goal plan, States (and California counties) should use the following guidance:

1. When setting outcome goals for each measure, States should establish goals aimed at improving upon the previous year's performance each year. States that reach a self-sufficiency rate of 85% of the employment services caseload may establish goals to maintain that level of outcomes instead of aiming for continued improvement.
2. States should use actual unduplicated performance data from FY 1995, to the maximum extent feasible, as the baseline for establishing an annual goal for each outcome measure for FY 1996. We ask States to indicate in their annual outcome goal plan whether the FY 1995 baseline data are unduplicated for the fiscal year or whether the data contain duplications across quarters.

We recognize that FY 1995 baseline data may not be available on all 6 measures. The old unrevised ORR QPR required State reporting on only 3 of the 6 measures. Nonetheless, we ask that all States and California counties participating in the refugee program establish FY 1996 outcome goals based on FY 1995 actual data where possible. Where FY 1995 baseline data are not available, States should indicate this in their plan by placing an asterisk next to the appropriate measure and providing a footnote that explains the basis for setting the goal for these measure in the absence of baseline data.

3. States may set their annual outcome goals based on all ORR funding in the aggregate that the State uses for employment-related services, including discretionary funds that are used to provide employment services such as targeted assistance 10% funds.
4. The annual outcome goal plan should include:
 - a. FY 1995 baseline outcomes for each performance measure, to the extent feasible, as discussed in item #2 above.
 - b. FY 1996 outcome goals for each measure in terms of **both** the number and percent of participants in service caseload projected to achieve the outcome.

A service caseload is defined as the number of active and inactive employable adult participants enrolled in employment services (ES) that comprise the total ES caseload eligible for services during a Federal fiscal year. For example, a State may have a total caseload of 500 participants (both active and inactive) in employment services. Of these, based on FY 1995 actual outcome data showing an entered employment rate of 67%, the State sets a continuous improvement goal of 385, or 77%, being placed in employment during FY 1996.

- c. A column for reporting actual outcomes for each measure at the end of FY 1996.

States (and counties) will be required to submit an end-of-year report to ORR comparing projected annual outcome goals with actual annual outcome goals achieved with respect to each of the 6 measures. This report should be a side-by-side comparison of projected vs. actual outcomes.

- d. States may include a narrative to explain the outcomes in terms of local conditions, such as labor market conditions, that may have affected performance during the year, or other factors, such as an unanticipated reduction in refugee arrivals to the State, that had an impact on a State's ability to achieve its goals.
- e. The total amount of ORR funds used by the State or county for employment-related services upon which the established outcome goals are based, and an identification of the type of ORR funds.

We have provided a sample format at Attachment A as an example of an annual goal plan.

Each State's (or county's) annual outcome goals and actual performance on the 6 outcome measures will be published in the ORR Annual Report to Congress, beginning with the FY 1996 report which will be published in FY 1997. Any narrative explanation about local conditions or other factors that affected outcomes which is provided by States or counties will also be included in the ORR Annual Report.

The progress of States and counties in striving for continuous improvement on the 6 performance measures will be tracked by ORR. Each State or county's actual performance will be compared to that State's or county's performance for the previous year to determine progress.

The State analyst in the Division of Refugee Self-Sufficiency who is assigned to your State will be contacting you to provide technical assistance in establishing reasonable annual outcome goals that are agreeable to both the State and ORR.

Please submit annual outcome goal plans to Gayle Smith, Office of Refugee Resettlement, Division of Refugee Self-sufficiency, no later than COB November 15, 1995. If you have any questions, you can reach Gayle at (202) 205-3590.

Attachment

Annual Goal Plan

Performance Measures		FFY 1995 Outcomes (Baseline)	FFY 1996 Goal (#, \$, & %)	FFY 1996 Actual Outcomes
1.	Entered Employment			
2.	Cash Assistance Terminations Due to Earnings			
3.	Cash Assistance Reductions Due to Earnings			
4.	Average Hourly Wage at Placement			
5.	Employment Retentions			
6.	Entered Employments with Health Benefits			

Total ORR Funds Used for Employment Services: \$ _____

Check Appropriate Sources: _____ Social Services Formula
 _____ Targeted Assistance Formula
 _____ Discretionary

Narrative

SF
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95-28



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

DOCUMENTS DEPT.

SEP 13 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: SEPTEMBER 11, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-28.

RCL 95-28, dated August 29, 1995 and received September 5 shared proposed drafts of various alternative methods of allocating Federal Fiscal Year 1996 (which would begin October 1, 1996) Refugee Employment Social Services (RESS) funds. The Final Rule permits the first two methods or a combination of the two. The attached tables are based on 1994-95 RESS funding, including Title XX service funds. The number of refugees on aid was obtained from refugee coordinator staff with the exception of San Joaquin and Yuba counties which were derived using a ratio of the number on aid to the number of arrivals.

The first table is based on the total number of refugees living in the United States less than 60 months (as of August 1995). San Francisco reported 3,785 which represents 5.278% of the total 71,710 for California. San Francisco would receive \$692,863.71 of the \$13,126,873.00.

The second table is based on the total number arrivals from 1990 to 1994. San Francisco received 10,411 or 8.063% of the total 129,124 for California. San Francisco would receive \$1,227,353.07 of the \$13,126,873.00.

The third table uses both the total number of refugees living in the United States less than 60 months as well as the number of new arrivals, divides the RESS allocation in half and calculates the dollar amount using one percentage figure for each half. In this case San Francisco would receive \$875,628.11 of the \$13,126,873.00.

Under the present formula allocation methodology San Francisco would receive \$388,949.25 of the \$13,126,873.00.

The RCL did not give a projected date when the decision on which methodology would be selected. We will keep you posted on this matter as soon as we have any information.

cc: Ernie Lynch, RPB
Brian Cahill, DSS
Patrick Duterte, DSS
PIC Staff

TABLE 1			
REFUGEES LIVING IN U.S. LESS 60 MONTHS			
COUNTY	On Aid < 60 Mo.	% Using Aid	RESS Allocation
Alameda	2,511	3.502%	\$459,651
Contra Costa	1,163	1.622%	\$212,893
Fresno	8,500	11.853%	\$1,555,967
Los Angeles	11,284	15.736%	\$2,065,592
Merced	2,200	3.068%	\$402,721
Orange	6,569	9.161%	\$1,202,488
Sacramento	11,821	16.484%	\$2,163,893
San Diego	12,046	16.798%	\$2,205,080
San Francisco	3,785	5.278%	\$692,863
San Joaquin	1,958	2.730%	\$358,422
Santa Clara,	8,029	11.196%	\$1,469,748
Stanislaus	899	1.254%	\$164,566
Tulare	556	0.775%	\$101,779
Yuba	389	0.542%	\$71,208
Total	71,710	100.000%	\$13,126,873

TABLE 2			
TOTAL NUMBER OF ARRIVALS IN U.S. 1990-94			
COUNTY	Arrivals 1990-94	% Using Arrivals	RESS Allocation
Alameda	5,734	4.441%	\$582,924
Contra Costa	1,875	1.452%	\$190,614
Fresno	7,426	5.751%	\$754,934
Los Angeles	32,298	25.013%	\$3,283,446
Merced	2,035	1.576%	\$206,880
Orange	22,167	17.167%	\$2,253,519
Sacramento	12,103	9.373%	\$1,230,403
San Diego	12,073	9.350%	\$1,227,353
San Francisco	10,411	8.063%	\$1,058,393
San Joaquin	3,526	2.731%	\$358,457
Santa Clara	16,326	12.644%	\$1,659,717
Stanislaus	1,301	1.008%	\$132,261
Tulare	1,149	0.890%	\$116,808
Yuba	700	0.542%	\$71,163
Total	129,124	100.000%	\$13,126,873

TABLE 3							
COUNTY	REFUGEES LIVING IN U.S. LESS 60 MONTHS			TOTAL NO. OF ARRIVALS IN THE U.S. 1990-94			Total RESS Allocation
	On Aid < 60 Mo	% Using Aid	1/2 RESS Allocation	Arrival 1990-94	% Using Arrivals	1/2 RESS Allocation	
Alameda	2,511	3.502%	\$229,826	5,734	4.441%	\$291,462	\$521,288
Contra Costa	1,163	1.622%	\$106,446	1,875	1.452%	\$95,307	\$201,754
Fresno	8,500	11.853%	\$777,984	7,426	5.751%	\$377,467	\$1,155,451
Los Angeles	11,284	15.736%	\$1,032,796	32,298	25.013%	\$1,641,723	\$2,674,519
Merced	2,200	3.068%	\$201,360	2,035	1.576%	\$103,440	\$304,801
Orange	6,569	9.161%	\$601,244	22,167	17.167%	\$1,126,759	\$1,728,004
Sacramento	11,821	16.484%	\$1,081,946	12,103	9.373%	\$615,201	\$1,697,148
San Diego	12,046	16.798%	\$1,102,540	12,073	9.350%	\$613,676	\$1,716,217
San Francisco	3,785	5.278%	\$346,432	10,411	8.063%	\$529,196	\$875,628
San Joaquin	1,958	2.730%	\$179,211	3,526	2.731%	\$179,228	\$358,439
Santa Clara	8,029	11.196%	\$734,874	16,326	12.644%	\$829,859	\$1,564,733
Stanislaus	899	1.254%	\$82,283	1,301	1.008%	\$66,130	\$148,414
Tulare	556	0.775%	\$50,889	1,149	0.890%	\$58,404	\$109,294
Yuba	389	0.542%	\$35,604	700	0.542%	\$35,581	\$71,186
Total	71,710	100.000%	\$6,563,436	129,124	100.000%	\$6,563,436	\$13,126,872

TABLE 4 Current Federal Fiscal Year 1995 Methodology			
County	Average Population	Percent Population	RESS Allocation
Alameda	13,537	5.633%	\$739,455
Contra Costa	4,235	1.762%	\$231,336
Fresno	29,670	12.347%	\$1,620,716
Los Angeles	61,508	25.595%	\$3,359,859
Merced	6,840	2.846%	\$373,633
Orange	29,845	12.419%	\$1,630,276
Sacramento	30,176	12.557%	\$1,648,357
San Diego	12,823	5.336%	\$700,453
San Francisco	7,049	2.933%	\$385,050
San Joaquin	13,314	5.540%	\$727,274
Santa Clara	17,122	7.125%	\$935,285
Stanislaus	7,121	2.963%	\$388,983
Tulare	3,641	1.515%	\$198,889
Yuba	3,429	1.427%	\$187,308
Total	240,310	100.000%	\$13,126,875
The average population is based on the number of time-eligible/time-expired persons receiving AFDC, RCA, and GA as reported by DSS Informational Services Bureau for reports dated June 1, 1994 to May 1, 1995.			

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CL 95-29



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: SEPTEMBER 15, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-29.

RCL 95-29, dated September 7, 1995 and received September 13 announced the final notice of availability of formula allocation of Targeted Assistance (TA) funds for Federal Fiscal Year 1995 as published in the Office of Refugee Resettlement (ORR) Letter #95-25 dated July 26, 1995 along with the county allocations using the State methodology which was submitted as part of its FFY 1995 grant package to ORR. The final dollar amount for San Francisco remains the same (\$284,521) as the preliminary figure given and used in the County Plan. The table is on the reverse side of this memo.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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SEP 18 1995
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TARGETED ASSISTANCE FINAL ALLOCATIONS
FEDERAL FISCAL YEAR 1995

		\$ 9,561,315 1/		FFY 95		County Admin. Percentage	Total County Admin.	Remainder for Services
		Avg. Refugee Population 2/	Percent of Refugee Population	Allocation w/out State Admin.	Admin.			
County								
Alameda		13,537	5.715%	\$ 546,399		14%	\$ 76,496	\$ 469,903
Contra Costa		4,235	1.788%	\$ 170,939		15%	\$ 25,641	\$ 145,298
Fresno		29,670	12.525%	\$ 1,197,581		10%	\$ 119,758	\$ 1,077,823
Los Angeles		61,508	25.966%	\$ 2,482,670		10%	\$ 248,267	\$ 2,234,403
Merced		6,840	2.888%	\$ 276,085		15%	\$ 41,412	\$ 234,673
Orange		29,845	12.599%	\$ 1,204,645		10%	\$ 120,464	\$ 1,084,181
Sacramento		30,176	12.739%	\$ 1,218,005		10%	\$ 121,800	\$ 1,096,205
San Diego		12,823	5.413%	\$ 517,579		14%	\$ 72,461	\$ 445,118
San Francisco		7,049	2.976%	\$ 284,521		15%	\$ 42,678	\$ 241,843
San Joaquin		13,314	5.621%	\$ 537,398		14%	\$ 75,236	\$ 462,162
Santa Clara		17,122	7.228%	\$ 691,102		13%	\$ 89,843	\$ 601,259
Stanislaus		7,121	3.006%	\$ 287,428		15%	\$ 43,114	\$ 244,314
Tulare		3,641	1.537%	\$ 146,963		15%	\$ 22,044	\$ 124,919
Totals--Impacted		236,881	100%	\$ 9,561,315		Co Admin. \$	1,099,214	\$ 8,462,101
		State Admin. \$ 503,227				Co Admin.		\$ 1,099,214
		Total Alloc. \$ 10,064,542				Total Alloc. Less State Admin.		\$ 9,561,315

1/ This amount is based on the State's final FFY 1995 Target Assistance allocation minus State administrative funds.
(\$10,064,542 x 95%)

2/ The average populations is based on the number of time-eligible/time-expired persons receiving AFDC, RCA and GA for the period June 1, 1994 through May 31, 1995

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: SEPTEMBER 29, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-30.

RCL 95-30, dated September 14, 1995 and received September 20 announced the recommended funding issued by the Office of Refugee Resettlement (ORR) for the Targeted Assistance Federal Fiscal Year 1995 Discretionary funds. Alameda, San Diego, San Francisco, and Tukare counties were not recommended for any of the Discretionary funds.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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OCT 17 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 13, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ///
REFUGEE COORDINATOR LETTER (RCL) 95-33.

RCL 95-33, dated October 5, 1995 and received October 13 announced the next Refugee Coordinator meeting would be held October 26 at the PERS Building located at 400 'P' Street in Room 1170. The focus of this meeting will be to provide an update on the Federal Fiscal Year 1995 contracting process and the new Office of Refugee Resettlement (ORR) reporting and performance standards as well as discussion on the welfare reform and its implications for the delivery of refugee services at the county level.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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OCT 26 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 23, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-31.

RCL 95-31, dated October 4, 1995 and received October 18 transmitted revisions to the Targeted Assistance (TA) and Refugee Employment Social Services (RESS) contract boilerplate language. Three minor revisions were made:

1. creation of a separate section titled, "Joint Responsibilities"
2. revise the term "County Annual Services Plan" to "County Services Goals and Outcomes Plan."
3. clarify the service period and closeout period which will read: "The effective date of this Agreement shall be from 00/00/00 through 00/00/00. Direct services to refugees provided under this Agreement shall not continue beyond 00/00/00. The period 00/00/00 through 00/00/00 is reserved for closeout activities."

The closeout period will immediately follow the service period and will be three months in duration.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Emie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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CL 95-34



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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OCT 27 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 27, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-34.

RCL 95-34, dated September 29, 1995 and received October 18 informed the refugee county coordinators of a one time enhancement of state surplus Refugee Employment Social Services (RESS) funds to each of the counties of \$21,428.00 to assist in the cost of implementing new federal regulations and reporting requirements that became effective October 1, 1995. PIC staff have already begun meeting with representatives from the local Department of Social Services to meet the latest federal reporting mandates.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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OCT 31 1995
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TO: REFUGEE COMMITTEE MEMBERS

DATE: OCTOBER 30, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: CORRECTIVE ACTION REQUEST

The State Refugee Program Bureau (RPB) requirement is that if a service provider does not achieve at least 65% of its enrollment and/or placement goals the PIC cannot extend a subcontract with that provider until a Corrective Action Plan has been approved by the State.

In reviewing the FFY'95 program year end performance of the refugee subcontractors, the PIC records revealed that four subcontractors; Jewish Vocational Service (OJT component), Mutual Assistance Association Council, Catholic Charities/REAP, and Third Baptist Church had either enrollment and/or placement rates which were below the 65% rate as required by the RPB.

SUBCONTRACTOR	FUNDING SOURCE	ACT.	ENROLLMENT		PLACEMENT	
			A/P	%	A/P	%
Catholic Charities/REAP	RESS	ES/VESL	111		48	
			111	100.0%	78	61.5%
Career Resources Dev.Ctr.	TA	VT/VESL	10		8	
			10	100.0%	9	88.9%
Jewish Vocational Service	RESS	VT/VESL	24		15	
			25	96.0%	22	68.2%
Jewish Vocational Service	TA	ES	182		79	
			160	113.8%	120	65.8%
Jewish Vocational Service	TA	OJT	8		7	
			15	53.3%	14	50.0%
MAA Council	TA	ES	83		38	
			78	106.4%	63	60.3%
Third Baptist Church	RESS	ES	7		4	
			13	53.8%	10	40.0%

A/P = Actual divided by Plan

The new subcontract year started October 1, 1995 before the final statistical reports were available. As a result of those statistics the PIC has requested these four subcontractors with enrollment and/or placement performance below the 65% level to submit corrective action plans to the PIC by November 9, 1995 so they can be submitted to the RPB for review and approval.

If you would like more information on the final Statistical Report we will be more than happy to provide you with a copy, please contact Joyce Crum. In the meantime we will keep you posted on the status of this request to the State.

cc: Refugee Subcontractors
Ernie Lynch
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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NOV 13 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: NOVEMBER 9, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ///
REFUGEE COORDINATOR LETTER (RCL) 95-36.

Refugee Coordinator Letter (RCL) 95-36 dated November 6, 1995 and received November 9 is in reference to RCL 95-24 dated August 7, 1995 included revised County Services Goals and Outcomes Plan and Instructions for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs. These forms are to be completed by the PIC and included in the Refugee County Plan. The PIC staff will review these forms to see if any revisions will need to be made to the ones that were completed and included in the Refugee County Plan.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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NOV 16 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: NOVEMBER 13, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTERS (RCL) 95-37, 95-39, AND 95-42.

Refugee Coordinator Letter (RCL) 95-37, dated November 7, 1995 and received November 13 contained the final Refugee Employment Social Services (RESS) allocations for Federal Fiscal Year 1995 which includes \$21,428.00 for each of the 14 refugee counties to help cover the data collection enhancements required by the recent amendments to the Refugee Act. These funds have been added to the county administrative funds.

RCL 95-39, dated November 7, 1995 and received November 13 included a complete packet of the new federal and state planning and reporting requirements requested at the last Refugee Coordinators meeting. The RCL contained ORR State Letter 95-29 transmitting the Annual Goal Plan; ORR State Letter 95-34 transmitting the new Quarterly Performance Report (QPR) and the Annual Service Plan requirements; and RCL 95-36 transmitting the state County Services Goals and Outcomes.

RCL 95-42 dated November 13, 1995 and received by fax November 13, informed us that the State's request to the Federal Office of Refugee Resettlement (ORR) for a one year waiver of the requirement to submit the Annual Outcome Goal Plan was denied. The RCL contained the three-page response from Regina Lee of ORR, along with a copy of the Annual Outcome Goal Plan form.

If you would like copies of any or all of these RCLs, please contact Greg Marutani of my staff.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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NOV 27 1995

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: NOVEMBER 20, 1995

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-40 AND 95-41.

Refugee Coordinator Letter (RCL) 95-40 dated November 9, 1995 and received November 15 announced the final funding issued by the Office of Refugee Resettlement (ORR) for the Discretionary Grant funded through the Targeted Assistance (TA) program for Federal Fiscal Year 1995. For California nine of the twelve counties that submitted a proposal received a portion of these funds.

San Francisco did not submit a proposal for these funds because the PIC was in the midst of completing the Refugee County Plan. The timeline for submission of a proposal for the Discretionary Grant was very short. The major focus of these funds was to counties with unusually large refugee population, and high use of public assistance by refugees.

Refugee Coordinator Letter (RCL) 95-41 dated November 15, 1995 and received November 20 included a draft survey developed by the Refugee Program Bureau (RPB) to solicit input from the various organizations serving refugee communities to identify the important elements to consider in selecting Special Refugee Consultants. Although the RCL requests input from the County Refugee Coordinators on the draft survey design, we are sharing it with all members of the Refugee Committee and refugee subcontractors for review and comment.

The RCL also requests that comments be faxed to Ms. Thuan Nguyen. Her fax number is (916) 654-7187. The deadline is Friday, December 15. Please be sure to send a copy of any comments you have about the draft survey to the PIC.

If you would like a copy of RCL 95-40, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

CDSS - REFUGEE PROGRAMS BUREAU
SPECIAL REFUGEE CONSULTANT SURVEY

DRAFT
NOV. '95

PLEASE CIRCLE EACH RESPONSE ON THE SCALE LOCATED NEXT TO EACH STATEMENT AND ANY COMMENTS YOU MAY WISH TO PROVIDE IN THE SPACE BELOW EACH STATEMENT, SEE * AND SAMPLE. YOUR COMMENTS AND RATING ARE IMPORTANT IN SELECTING THE BEST CANDIDATES FOR THIS POSITION.

SCALE

- 1 - VERY IMPORTANT
2 - SOMEWHAT IMPORTANT
3 - LESS IMPORTANT
4 - NOT IMPORTANT
5 - NO OPINION

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NOV 27 1995

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THE SPECIAL REFUGEE CONSULTANT SHOULD:

SCALE

S A M P L E	<p>Serve as a program liaison between state government agencies and refugee service providers;</p> <p><u>COMMENTS:</u></p> <p>* <i>Without a consultant, there is less cohesiveness between state agency and service providers.</i></p>	<p>① 2 3 4 5</p>
1	<p>Assist in the development of a statewide strategy to establish a cooperative regional refugee program effort;</p> <p>*</p>	<p>1 2 3 4 5</p>
2	<p>Provide technical assistance and employability and placement training to Mutual Assistance Associations and other refugee organizations;</p> <p>*</p>	<p>1 2 3 4 5</p>
3	<p>Serve as a liaison between state and local government agencies and the refugee community in the development of programs and projects providing assistance and/or services specifically intended for refugees in California;</p> <p>*</p>	<p>1 2 3 4 5</p>

4	Develop training modules for community outreach development; *	1	2	3	4	5
5	Develop and implement a coordinated strategy to address refugee specific employment and training programs and projects in California; *	1	2	3	4	5
6	Develop and provide cultural awareness training; *	1	2	3	4	5
7	Serve as a liaison between state and local government agencies and the refugee community in the oversight of state refugee resettlement projects; *	1	2	3	4	5
8	Serve as a liaison between state and local government agencies and the refugee community in the development and analysis of legislative and program proposals on refugee and immigration issues; *	1	2	3	4	5
9	Participate in the Refugee Information Exchange Conference; *	1	2	3	4	5

SPECIAL REFUGEE CONSULTANT
QUALIFICATIONS:

SCALE

10	Education equivalent to graduation from college, preferably with course work in human services, public administration, business administration, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis. *	1	2	3	4	5
11	Knowledge of employment services. *	1	2	3	4	5
12	Knowledge of types of private non-profit services administration. *	1	2	3	4	5
13	Knowledge of grant proposal development. *	1	2	3	4	5
14	Willing to travel extensively throughout California and to work as necessary on weekends, evenings and holidays. *	1	2	3	4	5
15	Conversant in one or more of the recognized refugee languages. *	1	2	3	4	5

16	Knowledge of refugee cultures, types of services available to refugees and statewide issues related to refugees. *	1	2	3	4	5
17	Knowledge and understanding of cultural and ethnic issues within or between refugee groups. *	1	2	3	4	5
18	Ability to communicate information effectively in a public forum. *	1	2	3	4	5
19	Knowledge of the methodologies and techniques of training and providing technical assistance. *	1	2	3	4	5
20	Knowledge of statewide employment, social and economic services available to refugee communities. *	1	2	3	4	5
21	Knowledge of federal, state and local employment and training programs available to refugee communities. *	1	2	3	4	5
22	Knowledge of both the California Department of Social Services' programs and types of social services available to refugees. *	1	2	3	4	5

23	Knowledge of federal and state immigration and refugee regulations. *	1	2	3	4	5
24	Knowledge of Refugee Program Policy and priorities and able to exercise sound judgement in all contacts. *	1	2	3	4	5
25	Possess good written and verbal communication skills. *	1	2	3	4	5

PLEASE LIST BELOW THE IMPORTANT ROLES AND RESPONSIBILITIES OF A CONSULTANT IN MEETING THE NEEDS OF YOUR COMMUNITY OR AGENCY:

1. _____

2. _____

3. _____

4. _____

OTHER COMMENTS:

LIST YOUR AFFILIATION/AGENCY: _____

59.20
7
5-44



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

DOCUMENTS DEPT.

DEC 28 1995

SAN FRANCISCO
PUBLIC LIBRARY

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: DECEMBER 27, 1995

FROM: *for Steve Arcelona*
STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-44.

Refugee Coordinator Letter (RCL) 95-44 dated December 22, 1995 and received December 27 announced the next quarterly Refugee Coordinator meeting has been scheduled for January 31, 1996 at the PERS Building, Lincoln Plaza at 400 'P' Street in Room 1170 in Sacramento starting at 9:30 a.m.

The focus of the meeting will be on the status of block grants, Welfare Reform and Employment and Training; an update on efforts to meet the new federal reporting requirements; and discussion on the new County Plan format.

If you would like a copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

JAN 02 1996

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUMTO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: DECEMBER 29, 1995

FROM: *for* *Steve Arcelona*
STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-46.

Refugee Coordinator Letter (RCL) 95-46 dated December 28, 1995 and received December 28 by fax, provided draft copies of the "Refugee Services Program Employment and Other Services Report" and the "Caseload Movement and Grant Actions Report" with instructions for review and comment which are due in Sacramento by Thursday, January 4, 1996. The RCL included an apology for the short timeframe and expressed appreciation for our cooperation and response.

Because there may be some potential impact for both the refugee subcontractors and the PIC on the data that may need to be collected, and how it is to be reported, a complete copy of the faxed RCL is attached. If you have any comments or concerns with the draft material, please be sure to send or fax a copy to Joyce Crum as well as the individuals listed in the RCL.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

December 28, 1995

REFUGEE COORDINATOR LETTER 95-46

To: County Refugee Coordinators

Enclosed for your review and comment are draft copies of the Refugee Services Program Employment and Other Services Report and the Caseload Movement and Grant Actions Report with instructions.

Please fax (916) 654-7187 or call Ms. Lucille Pacheco at (916) 654-4186 or Ellen Horton at (916) 654-4668 with your comments by January 4, 1996.

We apologize for the short timeframe and appreciate your cooperation and response.

Sincerely,

A handwritten signature in dark ink, appearing to read "Al Martinez".

Al Martinez, Chief
Refugee Policy and Systems Section

Enclosure

c: Michael Back
Gayle Smith

12/28/95

12:40

CA REF & IMM PROG → 415 931 7590

NO. 031

P03

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

REFUGEE SERVICES PROGRAM

Employment and Other Services Report
Form XXXX☐ RESS☐ TA☐ TA Discretionary

Reports are due on the 20th of the month following the close of the quarter. Send report to:

Department of Social Services
Information Services Bureau
744 P Street, N.E. 12-01
Sacramento, CA 95814

Send additional copy to your Program Analyst

Contract Number

For Calendar Quarter (Please check one)

☐ Jan-Mar☐ Apr-Jun☐ Jul-Sep☐ Oct-Dec

Year 199__

County Name

County Number

Part A. Caseload for Employment Services

	Male	Female
1. Total caseload for employment services		
2. Active participants this quarter		

Part B. Employment Entry and Retention

3. Type of cash assistance received at employment entry	Time in U.S.	Number of persons who entered unsubsidized employment this quarter				From item 3.a. of last quarter's report, enter number of persons employed on 90th day			
		Full-Time Employment		Part-Time Employment		Full-Time Employment		Part-Time Employment	
		Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)	Male (7)	Female (8)
a. RCA	0-4 months								
	5-8 months								
b. AFDC	0-12 months								
	13-60 months								
c. Other cash assistance	0-12 months								
	13-60 months								
d. No cash assistance	0-12 months								
	13-60 months								
e. Total (sum of a., b., c. and d.)									
4. Average hourly wage at employment entry		\$	\$	\$	\$				
5. Number of persons with health benefits available									

Part C. Other Services

	English Language Training		Case Management		Other Services	
	Male (1)	Female (2)	Male (3)	Female (4)	Male (5)	Female (6)
6. Total active participants this quarter (sum of a. and b. below)						
a. 0-12 months in United States						
b. 13-60 months in United States						
7. Completions (unduplicated)						
8. Incidences						
Person to contact regarding this form				Telephone Number	Date	

REFUGEE RESETTLEMENT PROGRAM EMPLOYMENT AND OTHER SERVICES REPORT

Content

This report provides information on Employment Services (ES) outcomes and non-employment services to refugees in California who are determined eligible to receive services under each Office of Refugee Resettlement (ORR) grant: Refugee Employment Social Services (RESS), Targeted Assistance (TA), and some employment-focused discretionary grants that have Employment Services, English Language Training (ELT), Case Management or Other Services components. The ES data represents the total unduplicated ES outcomes for the entire quarter.

The ES reported in Parts A and B are only those directly related to job placements, e.g., direct services as specified in 45 CFR 400.154(a) ES, (c) On-the-Job Training (OJT), Vocational English Language, and (e) Vocational Training provided according to an employability plan to enable an individual to obtain employment and to improve the employability or work skills of the individual.

All ELT, Case Management and Other Services, i.e., all non-employment services must be reported in Part C.

Purpose

The purpose of this report is to provide data for mandated federal reports, to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

Distribution

Data from this report is used for mandated federal reports and is compiled into quarterly statewide summaries for use by departmental managers, the State Legislature, the federal government and other interested agencies and individuals.

Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-1480 or ATSS 453-4180. Send completed report to:

California Department of Social Services
Information Services Bureau
744 P Street, MS 12-81
Sacramento, CA 95814

Send one additional copy to your program analyst in the Refugee Program Operations Section of the Refugee Program Bureau at MS 6-620.

Definitions

Active participant: A person with whom a service provider has a regular and direct involvement in planned employment related activities during the quarter to assist the individual in preparation for, development of, placement in, or maintenance of, employment.

Average Hourly Wage: To calculate the average hourly wage, sum the hourly wage for all

individuals reported as placed in unsubsidized employment and divide the result by the total number of individuals who entered employment. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

Case Management: Case management services include completing employability assessments, developing employability plans, making referrals to appropriate employment/training resources, tracking progress and issuing support services payments as needed.

Employed on the 90th day: This is a measure of continued participation in the labor market, not retention of a specific job. "Employed" means working for wages on the 90th day at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

ELT (English Language Training): English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening and speaking skills.

Employment Entry: The entry of an active ES participant into unsubsidized employment for at least one day during the quarter. Included would be those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of completion of OJT. (NOTE: An OJT may not be counted as an "employment entry" until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position.) Unsubsidized job placements that occur while an active participant is enrolled in ELT or when an active participant completes skills training are counted as "employment entries" in the quarter in which they occur.

Full-time employment: Full-time employment is 35 hours or more per week, or that which is considered normal for the occupation.

Health Benefits: This item captures data on the availability of health benefits. It is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within six months of employment. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Inactive participant: A person who has been determined eligible for ES but was placed on a waiting list until a training slot becomes available.

Incidences: Incidences are defined as provision of support services such as child care, transportation, interpretation/translation, work related/ancillary expenses and employability assessment services. While the data element is called "incidences", federal reporting requirements are asking for a person count only of persons who receive any of the support services.

Other Services: Other services is defined to include the following:

- Day care when necessary for participation in an employability service or for the acceptance or retention of employment;
- Transportation, when necessary for participation in an employability service;
- Translation and interpreter services, when necessary in connection with employment or participation in an employability service;
- Work Related/Auxiliary expenses are defined as expenses or cash allowances related to the successful completion of a training assignment or job performance (e.g. books, tools, and uniforms);
- Employability assessment services is defined to include aptitude and skills testing.

Part-Time employment: Part-time employment is less than 35 hours per week.

Skills recertification: Skills recertification is when such training meets the following criteria: the individual is in need of professional refresher training and other recertification services to qualify to practice the profession in the U.S. The training may consist of full-time attendance in a college or professional training program if it is approved as part of an individual's employability plan and does not exceed one year in duration.

Unduplicated Count: Unduplicated count is defined as the unduplicated number of active participants served in a component during the quarter being reported. This may include new enrollees and participants from previous quarters who were also active this quarter. For example, a person receiving ES and ELT may be counted once in ES and once in ELT for the quarter. However, if that person was active in both components at the beginning of the quarter, dropped out of both components during the middle of the quarter and re-enrolled in both components towards the end of the quarter, the person would only be counted once in both components. Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES or OJT. Both would be reported.

Vocational training: Vocational training is training in a specific vocational area and can include driver education and training when provided as part of an individual employability plan.

INSTRUCTIONS

PART A. CASELOAD FOR EMPLOYMENT SERVICES (ES)

1. Total caseload for employment services. Enter, by gender, the number of active and inactive employable adults, who at any time during the quarter, were enrolled in ES and who comprise the total ES caseload eligible for services.
2. Active participants this quarter. Enter, by gender, the unduplicated number of individuals who meet the definition of "active participant" during the quarter.

PART B. EMPLOYMENT ENTRY AND RETENTION

3. Type of cash assistance received at employment entry.

Columns (1)-(4): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S., the number of persons who entered unsubsidized full-time or part-time employment during this quarter.

Columns (5)-(8): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S. the number of persons (from Item 3.e. of last quarter's report) who were employed full-time or part-time on the 90th day.

3.a. - 3.d. RCA, AFDC, Other Cash Assistance and No Cash Assistance. Count and report each active participant once per quarter.

- For RCA, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0-4 months and 5-8 months.
- For AFDC, Other Cash Assistance and No Cash Assistance, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0-12 months and 13-60 months.

e. Total (sum of a, b, c, and d). Enter the sum of each vertical column (1)-(8).

4. Average hourly wage at employment entry. Enter the average hourly wage at employment entry for all individuals reported in Item 3 above.

5. Number of persons with health benefits available. Enter the number of persons who entered employment with health benefits available at least for himself/herself at any time within six (6) months of job placement whether or not the employee contributed to the premium.

PART C: OTHER SERVICES

Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES. Both would be reported.

6. Total active participants this quarter (sum of 6.a and 6.b). Enter, by gender, the total number of active participants in ELT [Columns (1) and (2)]; Case Management [Columns (3) and (4)], and Other Services [Columns (5) and (6)].

a. Total active participants this quarter in the U.S. 0-12 months. Enter the total number of active participants reported in Item 6. who have been in the U.S. 12 months or less.

b. Total active participants this quarter in the U.S. 13-60 months. Enter the total number of active participants reported in Item 6 who have been in the U.S. over 13-60 months.

7. Completions (unduplicated). Enter the unduplicated count of individuals who completed ELT during the quarter.

8. Incidences. Enter the unduplicated count of active participants who were recipients of the "incidence" services, e.g., interpretation/translation, child care employability assessments or transportation, during the quarter.

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

DEPARTMENT OF SOCIAL SERVICES

REFUGEE RESETTLEMENT PROGRAM

Caseload Movement and Grant Actions Report

Form RS —

DRAFT

Reports are due on the 20th of the month following the close of the quarter. Send report to:
 Department of Social Services
 Information Services Bureau
 744 P Street, M.S. 12-01
 Sacramento, CA 95814

Send additional copy to your Program Analyst

For Calendar Quarter (Please check one)

☐ Jan-Mar ☐ Apr-Jun

☐ Jul-Sep ☐ Oct-Dec

Year 199__

County		County Number					
PART A. Caseload Movement		AFDC			RCA		UM
		FG (1)	U (2)	FC (3)	Family (4)	One-Person (5)	(6)
1. Cases brought forward from last quarter (Item 5 last quarter or explain on reverse)							
2. Cases added during quarter							
3. Total active cases during the quarter (sum of 1. and 2. above; also a. and b. below)							
a. Cases receiving cash grants							
(1) Adults in 3.a. cases							
(2) Children in 3.a. cases							
b. Other cases							
4. Total AFDC cases and RCA 8-month time-expired cases with terminations or changes in status during the quarter							
a. AFDC persons and RCA 8-month time-expired persons in Item 4. cases							
5. Cases carried forward to next quarter (Item 3 minus Item 4)							
a. Adults in Item 5 cases in U.S. 60 months or less							
b. Children in Item 5 cases in U.S. 60 months or less							
PART B. Grant Actions		Number Cases Receiving Grant Terminations (1)		Number Cases Receiving Grant Reductions (2)		Number Persons Receiving Grant Sanctions (3)	
		Time in U.S.					
6. RCA		(1) 0-4 months					
		(2) 5-8 months					
7. AFDC		(1) 0-12 months					
		(2) 13-60 months					
8. Other Cash		(1) 0-12 months					
		(2) 13-60 months					
PART C. General Assistance		Cases		Persons			
9. General Assistance/General Relief							
Person to contact regarding this report:				Telephone Number		Date	

**REFUGEE RESETTLEMENT PROGRAM (RRP)
CASELOAD MOVEMENT AND GRANT ACTIONS REPORT
(FORM [REDACTED])**

Content

This report provides monthly data on the movement of cases and the number of individuals participating in the RRP through the AFDC and RCA programs who received a cash grant during the report quarter.

Note: Data on cases and individuals reported in the AFDC Columns is a subset of the data reported on the form CA 237, Aid to Families with Dependent Children-Cash Grant Caseload Movement and Expenditures Report.

Purpose

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

Distribution

Data from this report is used for mandated federal reports and also compiled into quarterly summaries for use by departmental managers, the State Legislature and other interested agencies and individuals.

Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-1480 or ATSS 453-4180. Send completed report to:

California Department of Social Services
Information Services Bureau
744 R Street, MS 12-81
Sacramento, CA 95814

Definitions

Case: For the purpose of this report, a case is defined as a cash assistance case that contains at least one refugee.

Grant Reduction: A grant reduction is a reduction in the amount of cash assistance paid to the cash assistance case monthly and which occurred as a result of earned income from employment. The budgeting method used to compute the reduction in the cash grant amount shall be in accordance with the CDSS Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Methods for AFDC-FG/U.

Grant Sanction: A grant sanction is the penalty for failure or refusal to comply with the Registration, Employment and Employment-Directed Education/Training Participation Requirements as specified in Division 69, Section 210.2.

Grant Termination: A grant termination is the closing of the participant's cash assistance case due to earned income from employment in an amount that equals or exceeds the

State's payment standard for the case. The budgeting method used to compute the participant's cash grant amount shall be in accordance with California Department of Social Services' (CDSS) Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Method for AFDC-FG/U.

Interprogram Transfer: An interprogram transfer is a transfer from one cash grant program to another, which is completed without interruption in aid payment. *as from RCA to AFDC UCA*

Intraprogram Status Change: An intraprogram status change means change in status from one part of the same program to the other, i.e., from cash grant to medically needy or changes between AFDC-FG and AFDC-FC, or AFDC-U and AFDC-FC.

Restoration: An approved request for restoration of aid from a former recipient of aid as specified in CDSS Manual of Eligibility and Assistance Standards, Section 40-125, entitled Reapplication, Restorations and County of Responsibility.

UM: Under this program segment, only unaccompanied minors are to be reported. No unaccompanied minors are to be reported in AFDC-FC.

INSTRUCTIONS

PART A. CASELOAD MOVEMENT. For all items in this Part, report AFDC information in Columns (1) - (3), FCA information in Columns (4) and (5), and Unaccompanied Minor information in Column (6).

1. Cases brought forward from last quarter. Enter the number of cases brought forward from last quarter. This entry *must equal Item 5 of previous quarter's report* unless there are adjustments in caseload resulting from action authorized in prior months and not previously reported. These adjustments are to be included in Item 1 (and an explanation provided on the reverse side of the form) and are not to be reported in Item 2.
2. Cases added during the quarter. Enter the number of cases added during the quarter. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA. Also, report intercounty transfers. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item, but are shown as adjustments in Item 1.
 Additions during the quarter include the following:
 - Applications approved for cash grant
 - Restoration requests approved including any action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers between AFDC and RCA
 - Transfers from other counties for which the reporting county accepted responsibility for payment of aid during report month
 Other approvals including:
 - To approve action appeal cases
 - To restore aid to cases erroneously denied or discontinued
 - To restore aid to discontinuances where completion of new application is not deemed necessary
 - To add to the number of CA Unit by splitting an existing CA Unit
3. Total cases active during the quarter. Enter the number of cases which were active during

the quarter, i.e., those cases where an official authorization for aid was in effect at some time during the quarter. This item is the sum of Items 1 and 2 above and must also equal the sum of Items 3.a. and 3.b. below.

- a. Cases receiving cash grants. Enter, in the appropriate columns, the number of cases on the current quarter's payroll. (This figure may also be determined arithmetically by subtracting a count of the number of cases not receiving aid from the total number of active cases. If this method is used, an actual count of cases receiving aid must be obtained from the payroll at least once every six months to verify the figures being reported.)

(1) Adults in Item 3a cases. Enter the number of adults in those cases reported in Item 3.a.

(2) Children in Item 3a cases. Enter the number of children in those cases reported in Item 3.a.

- b. Other cases. Enter the number of cases not paid aid but which had in effect during the report quarter an authorization to receive aid. Include the following cases:

- Cases approved for aid during the report quarter which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report quarter, and the warrant was either canceled or not written.
- Cases in which the authorization for the report quarter was a zero grant to adjust from an overpayment.

4. Total AFDC cases and RCA 8-month time-expired cases with terminations or changes in status during the quarter. Enter the number of cases in which aid to the entire case was terminated.

AFDC Cases. Enter, in columns (3), the number of AFDC cases in which aid to the entire AFDC case was terminated or whose status was changed by intraprogram transfers or interprogram transfers between AFDC and RCA. Terminations include cases in which aid was discontinued and those removed from the program or program segment *for other reasons.*

RCA Cases. Enter, in columns (4) - (5), the number of RCA cases in which aid to the entire case was terminated due to the 8-month time limitation whether or not the case was discontinued or whose status was changed by intraprogram transfers or interprogram transfers between AFDC and RCA. Terminations include cases in which aid was discontinued and those removed from the program or program segment *for other reasons.*

UM Cases. Enter the number of cases in which former unaccompanied minors failed to meet the criteria for unaccompanied minors (Div. 69-213.2.21-23) and is no longer eligible for child welfare services and foster care payments

- Is reunited with a parent; or
- Is united with a non parental adult, either relative or non relative, willing and able to care for the child to whom legal custody and/or guardianship is granted; or
- No longer meets the age requirements of MPP Section 42-101.1.

- a. AFDC, RCA and UM persons in Item 4 cases. Enter, in Columns (1)-(6), the number of persons in those cases reported in Item 4.

5. Cases carried forward to next quarter. Enter the number of cases carried forward to the next quarter (Item 3 minus Item 4).

- a. Enter the number of adults in those cases reported in Item 5 who have been in the U.S. 60 months or less.
- b. Enter number of children in those cases reported in Item 5 who have been in the U.S. 60 months or less.

PART B. GRANT ACTIONS

Report, by time in the U.S. [Rows (1) or (2)], the number of cases receiving grant terminations in Column (1), number of cases receiving grant reductions in Column (2) and number of persons receiving grant sanctions in Column (3).

6. RCA:

Row (1): Cases with persons who have been in the U.S. 0-4 months.

Row (2): Cases with persons who have been in the U.S. 5-8 months.

7. AFDC:

Row (1): Cases with persons who have been in the U.S. 0-12 months.

Row (2): Cases with persons who have been in the U.S. 13-60 months.

8. Other Cash:

Row (1): Cases with persons who have been in the U.S. 0-12 months.

Row (2): Cases with persons who have been in the U.S. 13-60 months.

PART C. GENERAL ASSISTANCE

9. General Assistance/General Relief. Enter in the appropriate columns the number of all refugee cases and persons that received General Assistance/General Relief during the report quarter.

DRAFT

JAN 03 1996

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUMTO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JANUARY 2, 1996

FROM: STEVE ARCELONA, PRESIDENT 

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 95-45.

Refugee Coordinator Letter (RCL) 95-45 dated December 28, 1995 and received January 2, 1996, provided a copy of the State's Refugee Program Bureau (RPB) format for the County Refugee Plan starting in Federal Fiscal Year 1996 with the Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. The intent of the format is to standardize the content of the Plan and to reduce its size. These changes should reduce the time needed to prepare the Refugee Plan, and the time to receive State approval; facilitate extraction of information and data for state and federal reports; and emphasize the intent of the document as a planning tool. A complete copy of the format for the Refugee Plan is attached.

While the material in this RCL contains a copy of the "County Services Goals and Outcomes" form which will be required in the Refugee Plan, the State is informing everyone that the federal Office of Refugee Resettlement (ORR) is still in the process of revising its forms for establishing goals and reporting performance in 1996. As this information is an integral part of the Refugee Plan, the State will revise its form when it receives the final version from ORR and will notify the counties of those revisions as soon as possible.

This material will be discussed at the next Refugee Coordinators' Quarterly meeting scheduled for January 31, 1996. If you have any comments, concerns, or questions, please contact Greg or Joyce prior to this date.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 28, 1995

REFUGEE COORDINATOR LETTER NO. 95-45

To: County Refugee Coordinators

The purpose of this letter is to transmit the format to be utilized for your County Refugee Plan starting with the federal fiscal year 1996 RESS and TA allocations.

The intent of the format is to standardize the content of the Plan and to reduce its size. These changes reduce the time needed for county preparation and state approval; facilitate extraction of information and data for state and federal reports; and emphasize the intent of the document as a planning tool.

The enclosed information identifies the criteria necessary for Plan approval, the format of the Plan's content, instructions for preparation of the Plan and copies of the form "County Services Goals and Outcomes" to be used for inclusion in the Plan. Please be advised that ORR is in the process of revising its forms for establishing goals and reporting performance in 1996. As this information is an integral part of the plan regardless of the form used, we will revise our form when we receive ORR's final revision.

We would appreciate your being prepared to discuss the enclosed Plan format at the January 31, 1996 Refugee Coordinators' Quarterly Meeting. If you have any questions on this information, please call me at (916) 654-6379 or Mr. Richard Dillen of my staff at (916) 654-3628.

Sincerely,

A handwritten signature in cursive script that reads "Michael F. Back".

Michael F. Back, Acting Chief
Refugee Programs Bureau

Enclosure

c: William C. Jordan
Gayle Smith

COUNTY REFUGEE PLAN - CRITERIA FOR APPROVAL

1. Are all of the applicable elements of the Plan included and sequenced correctly?
2. Does the Plan respond to the composition and needs of the refugee population and the conditions of the labor market?
3. Does the Service Delivery System conform to regulation requirements?
4. Do the RESS, TA and In-House Services Budgets balance and are they presented correctly?
5. Do the goals reflect the client needs, labor market conditions, historical data, funds available and services delineated in the County Refugee Plan?

COUNTY REFUGEE PLAN - FORMAT

COVER SHEET

INTRODUCTION

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	B. TARGETED ASSISTANCE (TA)	
	C. IN-HOUSE SERVICES BUDGET	
II.	<u>GOALS</u>	
	A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)	
	B. TARGETED ASSISTANCE (TA)	
III.	<u>DESCRIPTION OF SERVICE COMPONENTS</u>	
	A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)	
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	B. RESS AND TA FUNDED STRATEGY	
	C. RCA EMPLOYMENT SERVICES SYSTEM	
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A.	SUPPORTING PLANNING INFORMATION
B.	LABOR MARKET ANALYSIS
C.	IDENTIFICATION OF TARGETED POPULATION AND NEEDS ASSESSMENT
D.	PROCUREMENT PROCESS
E.	COUNTY MONITORING PLAN
F.	REQUIRED ASSURANCES
G.	BOARD RESOLUTION
H.	COUNTY OPTIONAL INFORMATION

COUNTY REFUGEE PLAN - INSTRUCTIONS

Note: The following information duplicates the Plan Format with the addition of highlighted instructions.

COVER SHEET

Identify the County and the Document.

INTRODUCTION

Briefly provide information introductory to the Plan. This may include background information, acknowledgments, important changes incorporated in the plan, and/or an executive summary, as appropriate.

TABLE OF CONTENTS

I. ALLOCATIONS/BUDGETS

- A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
- B. TARGETED ASSISTANCE (TA)

Summarize the RESS and TA allocations using the following format (see Exhibit 1 for an example):

- o For each allocation, identify the County's name, the agency name, the source of the funds and the federal fiscal year of the allocation.
- o List under the heading "ITEM" each component to be funded; Subtotal Direct Services; County Administration; and Total County Allocation.
- o List under the heading "AMOUNT" the appropriate dollar amounts for each item.
- o List under the heading "PERCENT" the percent allocated to each component.

C. IN-HOUSE DIRECT SERVICES BUDGET

Develop a separate line item budget for each direct service component to be provided by the Refugee Program Services Administrative Agency. It must include personnel and any other allowable direct charges. The personnel costs include, but are not limited to, the salaries and benefits of the case carrying workers and their first-line supervisors.

II. GOALS

- A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
- B. TARGETED ASSISTANCE (TA)

Insert a copy of the completed COUNTY SERVICES GOALS AND OUTCOMES PLAN (Exhibits 2 and 3) for both RESS and TA.

III. DESCRIPTION OF SERVICE COMPONENTS

- A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
- B. TARGETED ASSISTANCE (TA)

List the components along with descriptions as numerical items under the RESS and TA program headings. Provide pertinent information as follows:

- o The percent of the allocation to be utilized for this component and the dollar amount.
- o A detailed description of the component.
- o A list of the services that will be provided.
- o Any special requirement such as concurrency with another component or presentation during nonworking hours, etc.
- o Identification of the type of clients that will be served, the estimated number, and any specific qualifications the clients may need for participation.
- o Any additional information needed to clearly describe the component.

IV. DESCRIPTION OF SERVICE DELIVERY SYSTEM

A. COUNTY STRUCTURE

Provide charts that identify the relationship of the Refugee Program to other elements in county government and within the Social Services Department or Agency. Include the following charts, as appropriate:

- o County Organizational Chart.
- o Department or Agency Organizational Chart.
- o Refugee Program Organizational Chart.
- o Refugee Functional Chart.
- o Refugee Staffing Chart.

B. RESS AND TA FUNDING STRATEGY

Describe the reasoning behind the component funding detailed in Section I. of this plan. If RESS and/or TA funds are used for the provision of nonemployment services, describe the services and provide the reasons they are needed.

C. RCA EMPLOYMENT SERVICES SYSTEM

Describe the RCA employment services system. Include a flow chart of the system. Describe the system used to meet the requirement for Mandatory Work Registration and Sanctioning.

D. RESS AND TA FUNDED GAIN SERVICES SYSTEM

Describe the RESS and TA funded GAIN services system. Include a flow chart of the system.

E. GAIN SRS SYSTEM

Describe the GAIN SRS system. Describe the process to refer refugees to the SRS services. Include a flow chart of the system.

F. VOLUNTARY AFDC EMPLOYMENT SERVICES SYSTEM

Describe the voluntary AFDC employment services system. Include a flow chart of the system.

NOTE: Section V. is derived from federal requirements and is to be included in the plan in its entirety as written below. The information will be updated periodically to incorporate changes and/or additions.

V. CERTIFICATION OF PROGRAM REQUIREMENTS

A. CERTIFICATION

This Plan has been developed in accordance with the appropriate federal, state and county regulations. In addition, all applicable regulations will be followed during the implementation and execution of the Plan.

B. REQUIRED ASSURANCES

A copy of Exhibit L of the Guidelines, Required Assurances, is attached to this Plan (see Appendix F).

C. SUPPLEMENTAL PROGRAM REQUIREMENTS

1. Eligibility for RESS and TA services will be limited to refugees who have been in the U.S. 60 months or less.
2. The county will take into account the reception and placement services provided by resettlement agencies in order to assure the provision of seamless services that are not duplicative.
3. To the maximum extent feasible, services will be provided using bilingual/bicultural women on service agency staffs.
4. Where applicable, strategies for multiple wage earner cases and for helping employed refugees remain employed or move to a better job will be utilized.
5. Employment services will be refugee specific and, to the maximum extent possible, culturally and linguistically compatible.
6. Nonexempt RCA clients will be required to participate in employment services within 30 days from receipt of aid.
7. The county will ensure that in the procurement of services from MAA providers that not less than 51 percent of the MAA Board of Directors are refugees and that both refugee men and women are included.
8. Priority for funding will be given to MAAs for RESS and TA funds not put into GAIN.
9. The delivery of RESS and TA services will be coordinated to avoid duplication.

APPENDICES

A. SUPPORTING PLANNING INFORMATION

Describe the county planning process. Identify the individuals and organizations participating in the planning process. For any modifications to the current Plan, describe the relationship between the modification and the needs of the refugee population to be served.

B. LABOR MARKET ANALYSIS

Discuss the methodology used to conduct the labor market analysis. The analysis may include: surveys of employers or potential employers; studies conducted by cities, county or state institutions; analysis made by GAIN; etc. Discuss the relationship between any proposed employability services and the local labor market, and describe how the analysis was used to determine the proposed service strategies.

C. IDENTIFICATION OF TARGETED POPULATION AND NEEDS ASSESSMENT

As appropriate, present the demographic information regarding the refugee population to be served. Include data that is available for the total county population, total refugee population, total cash assistance population, total refugee cash assistance population, refugee type of aid, time on aid, ethnicity, age, education, etc.

For employability services needs, include an analysis identifying those needs that are barriers to the refugees' ability to become self-sufficient through unsubsidized employment. For social adjustment and cultural orientation service needs, include an analysis identifying those needs that are barriers to the refugees' successful adjustment to U.S. culture and society. Specifically describe the needs of refugee women.

D. PROCUREMENT PROCESS

Describe the process that will be used to procure RESS and TA funded services.

E. COUNTY MONITORING PLAN

Describe the methodology utilized for monitoring and specify the frequency that it will be done. Identify the agency that will have monitoring responsibility.

F. REQUIRED ASSURANCES

Include a copy of Exhibit of L of the Guidelines.

G. BOARD RESOLUTION

Include a copy of the County Board of Supervisors' resolution.

H. COUNTY OPTIONAL INFORMATION

E X A M P L E

XXXX COUNTY
DEPARTMENT OF SOCIAL SERVICES
REFUGEE ASSISTANCE PROGRAM

SUMMARY OF RESS 96 ALLOCATION

	<u>ITEM</u>	<u>AMOUNT</u>	<u>PERCENT</u>
1.	EMPLOYMENT	\$ 151,470	27%
2.	ENGLISH LANGUAGE TRAINING	151,470	27%
3.	CASE MANAGEMENT	134,640	24%
4.	OTHER (SOCIAL ADJUSTMENT & SUPPORTIVE SERVICES)	<u>123,415</u>	<u>22%</u>
	SUBTOTAL SERVICES	\$ 560,995	100%
	COUNTY ADMINISTRATION	<u>\$ 83,825</u>	
	TOTAL COUNTY ALLOCATION	<u>\$ 644,820</u> =====	

XXXX COUNTY
DEPARTMENT OF SOCIAL SERVICES
REFUGEE ASSISTANCE PROGRAM

SUMMARY OF TA 96 ALLOCATION

	<u>ITEM</u>	<u>AMOUNT</u>	<u>PERCENT</u>
1.	OJT	\$ 198,730	43%
2.	CASE MANAGEMENT	120,160	26%
3.	OTHER (EUN & SS)	<u>143,270</u>	<u>31%</u>
	SUBTOTAL SERVICES	\$ 462,160	100%
	COUNTY ADMINISTRATION	<u>\$ 75,235</u>	
	TOTAL COUNTY ALLOCATION	<u>\$ 537,395</u> =====	

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

REFUGEE PROGRAMS BUREAU

COUNTY SERVICES GOALS AND OUTCOMES PLAN

Check one: RESS ()
TA ()

Original ()
Revision ()

Contract Number: _____
Period From: _____ To: _____

FFY: _____
Date: _____

COUNTY: _____

DESCRIPTION OF CONTRACTED OR COUNTY PROVIDED SERVICES			GOALS										JOB PLACEMENTS		90 DAY RETEN- TIONS	
COMPONENTS	AMOUNTS	SERVICE PERIODS	TOTAL NUMBER	PROGRAM PARTICIPANTS/COMPLETIONS				COMPLS				PT		FT		
				0-12 Months	13-60 Months	61-12 Months	>60 Months	PERS	COMPLS	PERS	COMPLS	PERS	COMPLS	PERS	COMPLS	
EMPLOYMENT		Firm														
		To														
ELT		Firm														
		To														
QJT		Firm														
		To														
SKILLS TRNG		Firm														
		To														
CASE MNGMT		Firm														
		To														
OTHER		Firm														
		To														
SUBTOTAL \$																
COUNTY																
ADMIN. \$																
TOTALS \$																

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

REFUGEE PROGRAMS BUREAU

COUNTY SERVICES GOALS AND OUTCOMES PLAN			
Check one: RESS () TA ()		Original () Revision ()	Contract Number: _____ Period From: _____ To: _____
FFY: _____ Date: _____		COUNTY: _____	
DESCRIPTION OF COMPONENTS	GRANT REDUCTIONS	GRANT TERMINATIONS	% OF FUNDING BY TYPE OF AGENCY*
EMPLOYMENT			
ELT			
OUT			
SKILLS TRAINING			
CASE MANAGEMENT			
TYPE OF AGENCY			
A = State/County			
B = Mutual Assistance Association			
C = Voluntary Agency			
D = Community College			
E = Adult Basic Education			
F = Other Nonprofit Organization			
G = _____			
* To be provided after the County RFP process has been completed.			

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1/96

Refugee Services Committee



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
NOTICE of PUBLIC MEETING
of the
REFUGEE SERVICES COMMITTEE

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JAN 05 1996

SAN FRANCISCO
PUBLIC LIBRARY

DATE:	Thursday, January 11, 1996
TIME:	9:30 - 11:30 a.m.
LOCATION:	Mutual Assistance Association Council 942 Market Street, Suite 303 San Francisco, CA 94102

Agenda

1. Adoption of agenda and chairperson
2. Update on 1996 County Plan
3. Monthly number of refugee referrals
4. Memorandum of Understanding (MOU) update
5. Family Self-Sufficiency Plan
6. General update on RCA rule
7. Public testimony on non-agenda items
8. Announcements

Committee members please RSVP to 931-7460



*If you require special accommodation due to a disability
please call Roberta Fazande at 931-7460 or TDD 749-7403
at least 72 hours in advance*

Issued January 4, 1996

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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JAN 31 1996

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TO: REFUGEE COMMITTEE MEMBERS
 REFUGEE SUBCONTRACTORS

DATE: JANUARY 30, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 96-01

Refugee Coordinator Letter (RCL) 96-01 dated January 26, 1996 and received January 29, 1996, included information on the number of refugees who were resettled in California from the period 1991 to 1995. The numbers for San Francisco are as follows:

COUNTY	1995	1994	1993	1992	1991	Total
San Francisco	1,401	2,024	2,031	2,574	1,667	9,697
Total in California	20,592	27,036	28,742	29,714	29,216	135,300
% of Total	6.8%	7.5%	7.1%	8.7%	5.7%	7.2%

The purpose of issuing this information so all California counties could see the impact as the floor for Federal Fiscal Year 1996 Refugee Employment Social Services (RESS) funding will be based on the five year total of 1,200 or more refugee arrivals as designated by the U.S. Department of State as having settled in California. In prior years the floor was defined as having a total of 2,500 or more refugees on aid regardless of length of time on aid to qualify for refugee funds. Aid includes Aid to Families with Dependent Children (AFDC), Refugee Cash Assistance (RCA), General Assistance (GA) or General Relief (GR).

Based on the information in the RCL, eligible counties are: Alameda (5,275), Contra Costa (1,628), Fresno (6,773), Los Angeles (28,131), Merced (1,884), Orange (22,773), Sacramento (12,534), San Bernardino (1,930), San Diego (12,230), San Francisco (9,697), San Joaquin (2,718), Santa Clara (16,096), Stanislaus 1,227.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
 Patrick Duterte, DSS
 PIC Staff



DOCUMENTS DEPT.

MAR 01 1996

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: FEBRUARY 28, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 96-02.

Refugee Coordinator Letter (RCL) 96-02 dated February 21, 1996 and received February 28, 1996, was issued to clarify the federal requirements governing the eligibility for services for "time-expired" refugees (i.e., in the United States 60 months or more).

1. Refugees who, as of October 1, 1995, were "time-expired" will be allowed to complete the service to which they were initially referred. Time-expired refugees are eligible for Refugee Employment Social Services (RESS) or Targeted Assistance (TA)-funded services if:
 - As of October 1, 1995, the refugee is actively participating in a service activity as part of an approved employability plan; or
 - As of October 1, 1995, the refugee has been "papered" (i.e., an employability plan has been developed) and is "wait-listed" in anticipation of an available service activity slot.
2. Refugees who "time-expire" after October 1, 1995 are eligible to receive RESS and TA-funded services if:
 - Prior to "time-expiring", the refugee is actively participating in a RESS/TA-funded services as part of an approved employability plan; or
 - Prior to "time-expiring", the refugee has been "papered" and is "wait-listed" in anticipation of an available service activity slot.

In addition, federal Refugee Program Regulations require English Language Training (ELT) to be provided concurrently with employment or other Employment-related Services (ES). Therefore, "time-expired" refugees participating concurrently in ELT/ES may complete both approved services.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



February 21, 1996

Office To
Libby, Brown
Gray, Cline
Joya

REFUGEE COORDINATOR LETTER 96-02

②

To: County Refugee Coordinators

The purpose of this letter is to clarify the federal requirements governing the eligibility for services for "time-expired" refugees (i.e., in the United States (U.S.) 60 months or more).

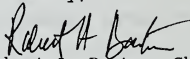
1. Refugees who, as of October 1, 1995, were "time-expired" will be allowed to complete the service to which they were initially referred. Time-expired refugees are eligible for Refugee Employment Social Services (RESS) or Targeted Assistance (TA)-funded services if:
 - o As of 10/01/95, the refugee is actively participating in a service activity as part of an approved employability plan; or
 - o As of 10/01/95, the refugee has been "papered" (i.e., an employability plan has been developed) and is "wait-listed" in anticipation of an available service activity slot.
2. Refugees who "time-expire" after 10/01/95 are eligible to receive RESS and TA-funded services if:
 - o Prior to "time-expiring", the refugee is actively participating in a RESS/TA-funded service as part of an approved employability plan; or
 - o Prior to "time-expiring", the refugee has been "papered" and is "wait-listed" in anticipation of an available service activity slot.

In addition, federal Refugee Program Regulations require English Language Training (ELT) to be provided concurrently with employment or other Employment-related Services (ES). Therefore, "time-expired" refugees participating concurrently in ELT/ES may complete both approved services.

Refugee Coordinator Letter 96-02
Page Two

If you have any questions please call me at (916) 654-6379
or contact your Refugee Program Operations Analyst.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert A. Barton". The signature is fluid and cursive, with the first name "Robert" being more prominent.

Robert A. Barton, Chief
Refugee Programs Bureau

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14/96

Refugee Services
Committee



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
NOTICE of PUBLIC MEETING
of the
★ REFUGEE SERVICES COMMITTEE

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MAR 11 1996

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DATE:	Thursday, March 14, 1996
TIME:	9:30 - 11:00 a.m.
LOCATION:	Catholic Charities/REAP 814 Mission Street, 6th floor San Francisco, CA 94103

Agenda

1. Adoption of agenda
2. Update on the Family Self-Sufficiency Plan Form
3. Nominations to the State Advisory Council on Refugee Assistance and Services
4. Title XX Funding
5. Refugee Program Bureau Monitoring Visit in April
6. Announcements

Committee members please RSVP to 931-7460



If you require special accommodation due to a disability
please call Roberta Fazande at 931-7460 or TDD 749-7403
at least 72 hours in advance

Issued March 8, 1996

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117 -
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

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-04
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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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MAR 13 1996
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 14, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTER (RCL) 96-04.

Refugee Coordinator Letter (RCL) 96-04 dated March 8, 1996 and received March 13, 1996, was issued to transmit instructions for Quarterly Progress Reporting on the TA Discretionary-funded programs.

As the PIC does not have a TA Discretionary funded program, no response will be required.

If you would like a complete copy of this RCL, please contact Greg Marutani or Joyce Crum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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15/96



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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MAR 13 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 15, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ANTICIPATED REFUGEE ADMISSIONS DURING FEDERAL FISCAL YEAR 1996.

Refugee Coordinator Letter (RCL) 96-05 dated March 7, 1996 and received March 14, 1996 was a packet of information from the U.S. Department of State, relative to the anticipated refugee admissions during Federal Fiscal Year (FFY) 1996. It contains:

- the Presidential Determination which sets goals and ceiling by geographic region for FFY 1996
- a list of national voluntary organizations
- the directory of voluntary agency affiliates participating in the Reception and Placement Program in California and projected FFY 1996 arrivals for California.

These materials have been reproduced and are enclosed.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

THE WHITE HOUSE

WASHINGTON

September 29, 1995

Presidential Determination
No. 95-48

MEMORANDUM FOR THE SECRETARY OF STATE

SUBJECT: Presidential Determination on FY 1996 Refugee Admissions Numbers and Authorizations of In-Country Refugee Status Pursuant to Sections 207 and 101(a)(42), Respectively, of the Immigration and Nationality Act, and Determination Pursuant to Section 2(b)(2) of the Migration and Refugee Assistance Act, as Amended

In accordance with section 207 of the Immigration and Nationality Act ("the Act") (8 U.S.C. 1157), as amended, and after appropriate consultation with the Congress, I hereby make the following determinations and authorize the following actions:

The admission of up to 90,000 refugees to the United States during FY 1996 is justified by humanitarian concerns or is otherwise in the national interest; provided, however, that this number shall be understood as including persons admitted to the United States during FY 1996 with Federal refugee resettlement assistance under the Amerasian immigrant admissions program, as provided below.

The 90,000 funded admissions shall be allocated among refugees of special humanitarian concern to the United States as described in the documentation presented to the Congress during the consultations that preceded this determination and in accordance with the following regional allocations; provided, however, that the number allocated to the East Asia region shall include persons admitted to the United States during FY 1996 with Federal refugee resettlement assistance under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988, as contained in

section 101(e) of Public Law 100-202 (Amerasian immigrants and their family members); provided further that the number allocated to the former Soviet Union shall include persons admitted who were nationals of the former Soviet Union, or in the case of persons having no nationality, who were habitual residents of the former Soviet Union, prior to September 2, 1991:

Africa.....	7,000
East Asia.....	25,000
Former Soviet Union/Eastern Europe.....	45,000
Latin America/Caribbean.....	6,000
Near East/South Asia.....	4,000
Unallocated Reserve.....	3,000

The 3,000 unallocated numbers shall be allocated as needed. Unused admissions numbers allocated to a particular region within the 90,000 ceiling may be transferred to one or more other regions if there is an overriding need for greater numbers for the region or regions to which the numbers are being transferred. You are hereby authorized and directed to consult with the judiciary committees of the Congress prior to any such use of the unallocated numbers or reallocation of numbers from one region to another.

Pursuant to section 2(b)(2) of the Migration and Refugee Assistance Act of 1962, as amended, 22 U.S.C. 2601(b)(2), I hereby determine that assistance to or on behalf of persons applying for admission to the United States as part of the overseas refugee admissions program will contribute to the foreign policy interests of the United States and designate such persons for this purpose.

An additional 10,000 refugee admissions numbers shall be made available during FY 1996 for the adjustment to permanent-resident status under section 209(b) of the Act (8 U.S.C. 1159(b)) of aliens who have been granted asylum in the United States under section 208 of the Act (8 U.S.C. 1158), as this is justified by humanitarian concerns or is otherwise in the national interest. 8,131 aliens were granted asylum during FY 1994 under section 208 of the Act.

In accordance with section 101(a)(42) of the Act (8 U.S.C. 1101(a)(42)) and after appropriate consultation with the Congress, I also specify that, for FY 1996, the following persons may, if otherwise qualified, be considered refugees for the purpose of admission to the United States within their countries of nationality or habitual residence:

- a. Persons in Vietnam
- b. Persons in Cuba
- c. Persons in the former Soviet Union

You are authorized and directed to report this determination to the Congress immediately and to publish it in the Federal Register.

William J. Clinton

cc: The Attorney General
The Secretary of Health and Human Services

Bureau of Population, Refugees, & Migration
Resettlement Agency Headquarters Directory
FY-1996

CWS	Church World Service Immigration and Refugee Program Dr. Elizabeth Ferris Director 475 Riverside Drive Room 666 New York NY 10115-0050 <i>Phone:</i> 212 870-3300 <i>Fax:</i> 212 870-2132
DFMS	The Domestic & Foreign Missionary Society The Episcopal Church Center Richard Parkins Executive Director 815 Second Avenue New York NY 10017 <i>Phone:</i> 212 867-8400 <i>Fax:</i> 212 972-0860
ECDC	Ethiopian Community Development Council, Inc Dr. Tsehay Teferra Director 1038 S. Highland Arlington VA 22204 <i>Phone:</i> 703 685-0510 <i>Fax:</i> 703 685-0529
HIAS	Hebrew Immigrant Aid Society Martin Wenick Executive Vice President 333 Seventh Avenue New York NY 10001-5004 <i>Phone:</i> 212 967-4100 <i>Fax:</i> 212 967-4442
IOWA	Bureau of Refugee Programs Iowa Department of Human Services Wayne Johnson Chief 1200 University Avenue Suite D Des Moines IA 50314-2330 <i>Phone:</i> 515 283-7999 <i>Fax:</i> 515 283-9224
IRC	International Rescue Committee Robert DeVecchi Executive Director 122 East 42nd Street 12th Floor New York NY 10168-1289 <i>Phone:</i> 212 551-3000 <i>Fax:</i> 212 551-3180

U.S. Department of State
Bureau of Population, Refugees, & Migration
Resettlement Affiliate Directory

State of California
FY-1996

CWS

Cung Pham
St. Anselm's Cross Cultural Community Center
13091 Galway Street
Garden Grove CA 92644
phone: 714 537-0608
fax: 714 537-7606

Anna Baghdassarian
St. Anselm's Cross Cultural Community Center
5250 Santa Monica Boulevard
Room 305
Los Angeles CA 90029
phone: 213 667-0489
fax: 213 667-2271

Maurine Huang
Interfaith Service Bureau
2117 Cottage Way
Sacramento CA 95825
phone: 916 568-5020
fax: 916 483-0268

Thien Do
METRO Refugee Assistance Program
3295 Meade Avenue
San Diego CA 92116
phone: 619 284-1184
fax: 619 284-2084

DFMS

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Episcopal Service Alliance
1709 North El Camino Real
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phone: 714 361-7545
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U.S. Department of State
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ECDC

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6399 Wilshire Blvd.
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fax: 213 658-8717

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San Diego CA 92104
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HIAS

Haig Agagian
Jewish Family & Children Services of East Bay
2484 Shattuck Avenue
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Berkeley CA 94704
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fax: 510 704-7494

Judith Shultz
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3801 E. Willow Street
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1333 Howe Avenue
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fax: 916 921-1922

Jill Borg Spitzer
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3715 Sixth Avenue
San Diego CA 92103
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fax: 619 291-2419

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1600 Scott Street
San Francisco CA 94115
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U.S. Department of State
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Santa Barbara CA 93190
phone: 805 963-0244
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Jewish Family Service
7620 Foothill Road
Ventura CA 93004
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IRC

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1220 North Abby
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Fresno CA 93703
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Svetlana Mollazadeh
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fax: 619 641-7520

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U.S. Department of State
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IRSA

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LIRS

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fax: 714 537-7606

Ms. Anna Baghdassarian
St. Anselm's Cross Cultural Community Center
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Los Angeles CA 90029
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fax: 213 667-2271

Ms. Maurine Huang
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USCC

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Loc Nguyen
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fax: 408 944-0347

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Kham Baccam
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WR

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San Jose Sub-Office
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Debra McGee
N. Central Valley Resettlement Office
829 Rosemarie, Suite G
Sr. Affiliate Director: Joy Darm
Stockton CA 95207
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fax: 209 952-5848

U.S. Department of State
Bureau of Population, Refugees, & Migration
Projected Refugee Arrivals, FY-1996

CA		Anchored	Free	Total
Berkeley	HIAS	199	0	199
Colton	USCC	245	0	245
El Monte	IRSA	42	0	42
	USCC	291	0	291
Fresno	IRC	105	0	105
	USCC	294	0	294
	WR	18	0	18
Garden Grove	CWS	355	0	355
	LIRS	108	0	108
	WR	1,162	0	1,162
Glendale	WR	72	0	72
Long Beach	HIAS	15	0	15
	USCC	320	0	320
Los Angeles	CWS	215	0	215
	ECDC	15	0	15
	HIAS	1,068	0	1,068
	IRC	590	0	590
	IRSA	40	0	40
	LIRS	72	0	72
	USCC	404	0	404
Los Gatos	HIAS	106	0	106
Merced	USCC	100	0	100
Modesto	WR	72	0	72
Monterey	USCC	16	0	16
Oakland	IRSA	208	0	208
	USCC	395	0	395
Orange	HIAS	69	0	69
Sacramento	CWS	135	0	135
	HIAS	17	0	17
	IRC	185	0	185
	IRC	160	0	160
	LIRS	67	0	67
	USCC	396	0	396
	WR	1,923	0	1,923
San Clemente	DFMS	200	0	200
San Diego	CWS	150	0	150
	ECDC	309	0	309
	HIAS	189	0	189
	IRC	780	0	780
	USCC	578	0	578
	WR	72	0	72
San Francisco	HIAS	1,271	0	1,271
	HIAS	3	0	3
	IRC	370	50	420
	IRSA	9	0	9

U.S. Department of State
 Bureau of Population, Refugees, & Migration
 Projected Refugee Arrivals, FY-1996

		<u>Anchored</u>	<u>Free</u>	<u>Total</u>
San Francisco	USCC	175	0	175
	WR	287	0	287
San Jose	IRC	815	0	815
	USCC	925	0	925
	WR	567	0	567
Santa Ana	IRC	840	0	840
	USCC	1,157	0	1,157
Santa Barbara	HIAS	2	0	2
Santa Rosa	USCC	14	0	14
Stockton	USCC	100	0	100
	WR	62	0	62
Van Nuys	IRSA	637	0	637
Ventura	HIAS	4	0	4
State total:		18,995	50	19,045

9.20

19/96



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

RECEIVED DEPT.

MAR 21 1996

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PUBLIC LIBRARY

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 19, 1996

FROM: *for* STEVE ARCELONA, PRESIDENT *[Signature]*

SUBJECT: NEW REFUGEE SERVICES REPORTS EFFECTIVE APRIL 1, 1996.

An All County Letter (ACL) 96-08 dated March 14, 1996 and received March 18, 1996 was issued announcing the new refugee reports that must be completed beginning April 1, 1996. A complete copy of the All County Letter has been reproduced and enclosed. Please review these new forms and reporting requirements; some of the new requirements may have an impact on what data will need to be collected by the PIC from the refugee subcontractors and/or more coordination between the PIC and the local Department of Social Services.

Within the next few weeks the PIC staff will review the new forms and reporting requirements and share its concerns with members of the Refugee Committee and refugee subcontractors. Refugee subcontractors should contact their contract administrator with any issues or concerns regarding the possible impact the new forms and reporting requirements may have for them. Members of the Refugee Committee who have any issues or concerns should contact either Greg or Joyce at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

MAR 21 1996

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DEPARTMENT OF SOCIAL SERVICES

44 P Street, Sacramento, CA 95814



March 14, 1996

ALL-COUNTY LETTER NO. 96-08

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☒ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL REFUGEE COORDINATORS

SUBJECT: New Refugee Services Reports Effective April 1, 1996
RS 50, Refugee Services Program, Employment and Other Services Report
(RESS, TA, TA Discretionary)
RS 51, Refugee Resettlement Program, Caseload Movement Report

The purpose of this All-County Letter is to inform counties that the Director of the Office of Refugee Resettlement (ORR) has issued new reporting requirements in ORR State Letter 95-35, dated November 6, 1995. In order to comply with 45 Code of Federal Regulations, Section 400.28(b), which requires that states must submit statistical or programmatic information deemed necessary, several Refugee Services reports were deleted. The data to be reported on the new reports is required by federal mandate. Therefore, effective April 1, 1996 we will no longer collect data regarding time-expired or time-eligible persons, AFDC data on the refugee population or demographic data.

We are now required to collect and report employment services and other services data by type of cash assistance, gender and time in the U.S. The new reports/forms have been designed to meet the revised federal requirements. The two new reports will be required on a quarterly basis beginning with the quarter April - June, 1996. The reports are due to Information Services Bureau no later than the 20th day of the month following the end of the quarter. Camera-ready copies of the reports and instructions are enclosed. The new reports are:

- The **RS 50, Employment and Other Services Report**, which collects data on employment and other services, employment entry and retention, and grant actions as a result of employment. Some of this data was previously collected on the RS 15 and 16. The remainder of the data collection requirements are due to recently revised federal mandates.

We are aware that some information required on this report was not collected during the January - March 1996 quarter and may be difficult for some counties to obtain. Therefore, the April - June 1996 quarter report could reflect totals only in line items 3.e., columns (5) and (7) if the detailed information is unavailable. All subsequent reports must reflect detailed break out by type of assistance received at employment entry, time in U.S. and gender.

ALL COUNTY WELFARE DIRECTORS
ALL REFUGEE COORDINATORS
Page Two

- The **RS 51, Caseload Movement Report**, which collects data on Refugee Cash Assistance cases only. This data was previously collected on the RS 237, Caseload Movement Report, and the RS 22A.

The following Refugee Services reports are obsolete as of April 1, 1996:

- RS 10, Quarterly Report on Assessments and Select Demographics
- RS 15, RESS, and RS 15, TA, Monthly Employment Services and Male/Female Participation Report (Mandated data collected via this form will be collected on the new form RS 50)
- RS 16, RESS, and RS 16, TA, Monthly Grant Reductions, Terminations and Sanctions (Mandated data collected via this form will be collected on the new form RS 50)
- RS 22A, Time-Expired Persons and GA/GR Refugee Cases and Programs
- RS 237, Cash Grant Caseload Movement Report (Mandated data collected via this form will be collected on the new form RS 51.)

Please note that the annual report, RS 238, Annual Refugee Assistance by Nationality Report, is still required by federal mandate and the quarterly report RS 249, Refugee Cash Assistance Conciliation Report, is still required by state mandate. All other statistical reports, including information captured on the CA 237, AFDC Caseload Movement Report, which includes the refugee caseload, remain the same.

If you have Program questions, please contact your Refugee Program Analyst. If you have questions regarding the forms, please contact Information Services Bureau, (916) 653-4180.



JARVIO A. GREVIOUS
Deputy Director
Administration Division

c: CWDA

REFUGEE SERVICES PROGRAM

Employment and Other Services Report

☐ JESS ☐ TA ☐ Discretionary

For Calendar Quarter (Please check one)

☐ Jan-Mar ☐ Apr-Jun

☐ Jul-Sep ☐ Oct-Dec

Year 199

County Number

Contract Number

Reports are due on the 20th of the month following the close of the quarter. Send report to:
 California Department of Social Services
 Information Services Bureau
 744 P Street, U.S. 12-91
 Sacramento, CA 95814
 Send additional copy to your Program Analyst

County Name		Male		Female									
Part A. Caseload for Employment Services													
1. Total caseload for employment services													
2. Active participants this quarter													
Part B. Employment Entry, Retention and Grant Actions due to Employment Entry													
3. Type of cash assistance received at employment entry	Time in U.S.	Full-Time Employment		Part-Time Employment		From item 3 a., b., c. of last quarter's report, enter number of persons employed on 90th day	Grant actions during this quarter due to employment entry ONLY						
		Male (1)	Female (2)	Male (3)	Female (4)			Male (5)	Female (6)	Male (7)	Female (8)	Number of Cases with Grant Terminations	Number of Cases with Grant Reductions
a. RCA	0-4 months											(9)	(10)
	5-8 months												
b. AFDC	0-12 months												
	> 12 months												
c. General Assistance	0-12 months												
	> 12 months												
d. No cash assistance	0-12 months												
	> 12 months												
e. Total (sum of a., b., c. and d.)													
4. Average hourly wage at employment entry		\$	\$	\$	\$	\$	\$						
5. Number of persons with health benefits available													
Part C. Indirect Employment Services													
		English Language Training		Case Management		Other Services							
		Male (1)	Female (2)	Male (1)	Female (2)	Male (1)	Female (2)						
6. Total active participants this quarter (sum of a. and b. below)													
a. 0-12 months in United States													
b. > 12 months in United States													
7. Completions (unduplicated)													
a. Number of persons receiving services													

Person to contact regarding this report

()

Telephone Number

Date

**REFUGEE SERVICES PROGRAM
EMPLOYMENT AND OTHER SERVICES REPORT
RS 50**

Content

This report provides information on Employment Services (ES) outcomes and Other Services (i.e., non-employment services) which were provided to refugees in California who are determined eligible to receive services under each Office of Refugee Resettlement (ORR) grant: Refugee Employment Social Services (RESS), Targeted Assistance (TA), and some employment-focused discretionary grants (D) that have ES, English Language Training (ELT), Case Management (CM) or Other Services components. The ES data represents the total unduplicated ES outcomes for the entire quarter.

The ES reported in Parts A and B are only those directly related to job placements, e.g., direct services as specified in 45 CFR 400.154(a) ES, (b) Employability Assessment Services, (c) On-the-Job Training (OJT), (d) Vocational English Language, (e) Vocational Training provided according to an employability plan to enable an individual to obtain employment and to improve the employability or work skills of the individual, (f) Skills recertification, when such training meets the criteria for appropriate training in 45 CFR 400.8(b), (g) Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment, (h) Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment, (i) Translation and interpreter services, when necessary in connection with employment or participation in an employability service, (j) Case management services, as defined in §400.2 of this part, for refugees who are considered employable under §400.76 and for recipients of AFDC and GA who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

All ELT, CM and Other Services, i.e., all non-employment services as described in CFR 400.155(a) through (h), must be reported in Part C. Please see "Definitions."

Purpose

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

Distribution

Data from this report is used for mandated federal reports and is compiled into quarterly statewide summaries for use by departmental managers, the State Legislature, the federal government and other interested agencies and individuals.

Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-4180 or ATSS 453-4180. Send completed report to:

California Department of Social Services
Information Services Bureau
744 P Street, MS 12-81
Sacramento, CA 95814

Send one additional copy to your program analyst in the Refugee Program Operations Section of the Refugee Program Bureau at MS 6-620.

Definitions

Active participant: A person with whom a service provider has a regular and direct involvement in planned employment related activities during the quarter to assist the individual in preparation for, development of, placement in, or maintenance of, employment. The unduplicated number of active participants served by ES providers during the quarter may include new enrollees and participants from previous quarters who were also active this quarter.

Average Hourly Wage: To calculate the average hourly wage, sum the hourly wage for all individuals reported as placed in unsubsidized employment and divide the result by the total number of individuals who entered employment. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

Case Management: Services that include completing employability assessments, developing employability plans, making referrals to appropriate employment/training resources, tracking progress and issuing support services payments as needed.

Employed on the 90th day: A measure of continued participation in the labor market, not retention of a specific job. "Employed" means working for wages on the 90th day at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

ELT (English Language Training): English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening and speaking skills.

Employment Entry: The entry of an active ES participant into unsubsidized employment for at least one day during the quarter. Included would be those active participants who were placed directly by a service provider through a documented referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of completion of OJT. (NOTE: An OJT may not be counted as an "employment entry" until the period of subsidized employment is completed and the employer has agreed to retain the individual in an unsubsidized permanent position.) Unsubsidized job placements that occur while an active participant is enrolled in ELT or when an active participant completes skills training are counted as "employment entries" in the quarter in which they occur.

Full-time employment: Thirty-five (35) hours or more per week, or that which is considered normal for the occupation.

Grant Reduction: A reduction in the amount of cash assistance paid to the cash assistance case monthly and which occurred as a result of earned income from employment. The budgeting method used to compute the reduction in the cash grant amount shall be in accordance with the California Department of Social Services' (CDSS) Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Methods for AFDC-FGU.

Grant Termination: The closing of the participant's cash assistance case due to earned income from employment in an amount that equals or exceeds the State's payment standard for the case. The budgeting method used to compute the participant's cash grant amount shall be in accordance with CDSS Manual of Eligibility and Assistance Standards, Section 44-313, entitled Budgeting Methods for AFDC-FGU.

Health Benefits: This item captures data on the availability of health benefits. It is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within six months of employment. Benefits should be considered available if self-only coverage is available to the employee regardless of whether or not coverage is extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

Other Services: Other services is defined to include the following:

- Information and referral services.
- Outreach services, including activities designed to facilitate refugees with available services, to explain the purpose of these services and facilitate access to these services.
- Social adjustment services including:
 - Emergency services as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
 - Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 - Home management services, as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights and other consumer education services.

- Day care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Case management services, when necessary for a purpose other than in connection with employment or participation in employability services.
- Any additional service, upon submission to and approval by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.

Part-Time employment: Less than 35 hours per week, unless less than 35 hours is considered full-time employment. (See definition above for full-time employment.)

Skills recertification: When such training meets the following criteria: the individual is in need of professional refresher training and other recertification services to qualify to practice the profession in the U.S. The training may consist of full-time attendance in a college or professional training program if it is approved as part of an individual's employability plan and does not exceed one year in duration.

Time in the U.S.: Determined by the entry date on the I-94 card.

Unduplicated Count: The unduplicated number of active participants served in a component during the quarter being reported. This may include new enrollees and participants from previous quarters who were also active this quarter. For example, a person receiving ES and ELT may be counted once in ES and once in ELT for the quarter. However, if that person was active in both components at the beginning of the quarter, dropped out of both components during the middle of the quarter and re-enrolled in both components towards the end of the quarter, the person would only be counted once in both components. Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES or OJT. Both would be reported.

Vocational Training: Training in a specific vocational area which can include driver education and training when provided as part of an individual employability plan.

INSTRUCTIONS

PART A. CASELOAD FOR EMPLOYMENT SERVICES (ES)

1. **Total caseload for Employment Services.** Enter, by gender, the number of active employable adults, who at any time during the quarter, were enrolled in ES and who comprise the total ES caseload eligible for services. Include persons who have been determined eligible for ES but were placed on a waiting list until training slots become available.
2. **Active participants this quarter.** Enter, by gender, the unduplicated number of individuals who meet the definition of "active participant" during the quarter.

PART B. EMPLOYMENT ENTRY, RETENTION AND GRANT ACTIONS DUE TO EMPLOYMENT ENTRY

3. **Type of cash assistance received at employment entry.**

Columns (1)-(4): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S., the unduplicated number of active ES participants who entered unsubsidized full-time or part-time employment during this quarter.

Columns (5)-(8): Enter, by gender, type of cash assistance received at employment entry and by time in the U.S., the unduplicated number of active ES participants (from Items 3.a through 3.e. of last quarter's report) who were employed full-time or part-time on the 90th day.

Columns (9)-(10): Enter by type of cash assistance received at employment entry and by time in the U.S., the number of grant terminations during the quarter (cash assistance cases closed) achieved through entered employment should be reflected in Column (9) and the number of grant reductions during the quarter (cash assistance cases with reduced grants) achieved as a result

of employment entry should be reflected in Column (10).

3.a. - 3.d. RCA, AFDC, General Assistance and No Cash Assistance. Count and report each active participant once per quarter.

- For RCA, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0 - 4 months and 5 - 8 months.
- For AFDC, Other Cash Assistance and No Cash Assistance, months in the U.S. are calculated as the time elapsed from the date of entry in the U.S. to the date of employment in two categories: 0-12 months and more than 12 months.
- e. **Total (sum of a, b, c, and d).** Enter the sum of each vertical Column (1)-(8).

4. **Average hourly wage at employment entry.** Enter the average hourly wage at employment entry for all individuals reported in Item 3 above.
5. **Number of persons with health benefits available.** Enter the number of persons who entered employment with health benefits available at least for himself/herself at any time within six (6) months of job placement, whether or not the employee contributed to the premium.

PART C: INDIRECT EMPLOYMENT SERVICES

Duplication may occur across service categories, i.e., an individual may be enrolled in ELT and concurrently be participating in ES. Both would be reported.

6. **Total active participants this quarter (sum of 6.a. and 6.b.).** Enter, by gender, the total number of active participants in ELT, Case Management, and Other Services.
 - a. **Total active participants this quarter in the U.S. 0-12 months:** Enter the total number of active participants reported in Item 6. who have been in the U.S. 12 months or less.
 - b. **Total active participants this quarter in the U.S. >12 months:** Enter the total number of active participants reported in Item 6. who have been in the U.S. over 12 months.
7. **Completions (unduplicated).** Enter the unduplicated count of individuals who completed ELT during the quarter.
8. **Number of Persons Receiving Services.** Enter the number of active participants who received services, e.g., interpretation/ translation, child care or transportation, during the quarter. For example, if a participant received child care one or more times in the quarter and also received transportation one or more times in that same quarter, a count of "two" is tallied in the "Other Services" column and a count of one is tallied under Case Management for that same person.

Refugee Resettlement Program

Caseload Movement Report

Reports are due on the 20th of the month following the close of the quarter. Send report to:

California Department of Social Services
Information Services Bureau
744 P Street, M.S. 12-81
Sacramento, CA 95814

Send additional copy to your Program Analyst

For Calendar Quarter (Please check one)

☐ Jan-Mar ☐ Apr-Jun

☐ Jul-Sep ☐ Oct-Dec

Year 199__

County	County Number		
		Number of Cases	
PART A. Refugee Cash Assistance	Number of Persons (1)	Family (2)	One-Person (3)
1. Recipients at end of previous quarter			
2. Recipients at end of this quarter			
3. New RCA enrollees during this quarter			
PART B. Unaccompanied Minors Program	Number of Persons (1)		
4. Minors in care at end of previous quarter			
5. Entered care			
6. Left care			
7. Minors in care at end of this quarter			
PART C. General Assistance	Number of Persons (1)	Number of Cases	
8. General Assistance/General Relief			

Person to contact regarding this report:	Telephone Number ()	Date
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Refugee Resettlement Program
Caseload Movement
RS 51

Content

This report provides information on the number of persons and cases participating in the Refugee Resettlement Program (RRP) through the Refugee Cash Assistance (RCA) program and the number of children in the Unaccompanied Minors (UM) program.

Purpose

The purpose of this report is to provide data for mandated federal reports and to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

Distribution

Data from this report is used for mandated federal reports and also compiled into quarterly summaries for use by departmental managers, the State Legislature and other interested agencies and individuals.

Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Information Services Bureau at (916) 653-1480 or ATSS 453-4180. Send completed report to:

California Department of Social Services
Information Services Bureau
744 P Street, MS 12-81
Sacramento, CA 95814

Definitions

Case: For the purpose of this report, a case is defined as a cash assistance case that contains at least one refugee.

General Assistance/General Relief Case: For the purpose of this report, a GA/GR case is defined as a cash assistance case that contains at least one refugee who has been in the U.S. 60 months or less.

Interprogram Transfer: An interprogram transfer is a transfer from one cash grant program to another, which is completed without interruption in aid payment, i.e., from AFDC to RCA.

Intraprogram Status Change: An intraprogram status change means change in status from one part of the same program to the other, i.e., changes between RCA Family and RCA One-Person.

Restoration: An approved request for restoration of aid from a former recipient of aid as specified in CDSS Manual of Eligibility and Assistance Standards, Section 40-125, entitled Reapplication, Restoration and County of Responsibility.

UM: Under this program segment, only unaccompanied minors meeting the criteria in Div. 69-213.21-23 and age requirements in MPP 42-101.1 are to be reported.

INSTRUCTIONS

PART A. REFUGEE CASH ASSISTANCE (RCA). For Items 1-3:

- In Column (1), enter the unduplicated number of persons.
- In Column (2), enter the unduplicated number of RCA Family cases.
- In Column (3), enter the unduplicated number of RCA One-Person cases.

1. **Recipients at end of previous quarter.** Enter the number of persons and cases as described above. These entries must equal Item 2 of the previous quarter's report unless there are adjustments in caseload resulting from action authorized in prior months and not previously reported. These adjustments are to be included in Item 1 (and an explanation provided on the reverse side of the form) and are not to be reported in Item 3.
2. **Recipients at end of this quarter.** Enter both the number of persons and cases as defined above which were active at the end of the quarter, i.e., those cases and/or persons whose an official authorization for aid was in effect at the end of the quarter. These numbers represent a point in time picture of the RCA caseload on the last day of the quarter and are not cumulative.
3. **New enrollees during the quarter.** Enter the number of persons and cases as defined above which were new RCA eligibles added for the quarter. Report an action which falls within the definition of both a restoration and an intraprogram status change or interprogram transfers from AFDC to RCA. Also, report intercounty transfers. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in this item, but are shown as adjustments in Item 1. This data is cumulative for the quarter.

Actions during the quarter include the following:

- Applications approved for cash grant
- Restoration requests approved including any action which falls within the definition of both a restoration to RCA and an intraprogram status change or interprogram transfers from AFDC to RCA
- Transfers from other counties for which the reporting county accepted responsibility for payment of aid during report month
- To approve aid on appeal cases
- To restore aid to cases erroneously denied or discontinued
- To restore CA 7 discontinuances where completion of new application is not deemed necessary
- To add to the number of CA Unit by splitting an existing CA Unit

PART B. UNACCOMPANIED MINORS PROGRAM

All items in this section are a persons count.

4. **Minors in care at end of previous quarter.** Enter the number of children in care under Office of Refugee Resettlement (ORR) funding at the end of the previous report period, e.g. the number from Item 7 of the report for the previous quarter.
5. **Entered care.** Enter the number of unaccompanied minor refugee children who entered care during the report period.
6. **Left care.** Enter the number of refugee unaccompanied minor children who left care due to emancipation, family reunification, etc. during the reporting period.
7. **Minors in care at end of this quarter.** Enter the number of unaccompanied minor refugee children in care at the end of the current report period. (Item 4 plus 5 minus 6.)

PART C. GENERAL ASSISTANCE/GENERAL RELIEF

8. **General Assistance/General Relief.** Enter in the appropriate columns the number of all refugee cases and persons that received General Assistance/General Relief during the report quarter.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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MAR 25 1996
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 21, 1996

FROM: *for* STEVE ARCELONA, PRESIDENT *[Signature]*

SUBJECT: DEFINITION OF A REFUGEE IMPACTED COUNTY AND RESS FUND ALLOCATION
METHODOLOGY.

Refugee Coordinator Letter (RCL) 96-07 dated March 15, 1996 and received March 20, 1996 was issued to define a Refugee Impacted County as one that has 1,200 or more refugee arrivals to the U.S. during Federal Fiscal Year (FFY) 1991-1995. For FFY' 1996 San Francisco has been identified as a Refugee Impacted County. Tulare and Yuba Counties are no longer impacted counties because they fail to meet the 1,200 benchmark. San Bernardino County has been determined to be a new impacted county.

The FFY'1996 allocation methodology of Refugee Employment Social Services (RESS) funds will be based on the number of refugees on aid who have been in the country 60 months or less. For Targeted Assistance (TA) allocations for FFY'96, California will not be making allocations which are different from the federal Office of Refugee Resettlement's notice of TA allocations by county.

If you would like a copy of this RCL, please contact Greg at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

DOCUMENTS DEPT.

APR 01 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MARCH 29, 1996

FROM: STEVE ARCELONA, PRESIDENT 

SUBJECT: ANNOUNCEMENT OF NEXT QUARTERLY REFUGEE COORDINATOR MEETING.

Refugee Coordinator Letter (RCL) 96-06 dated March 19, 1996 and received March 20, 1996 was issued announcing the next Quarterly Refugee Coordinator Meeting will be Wednesday, April 17, 1996 starting at 9:30 a.m. in the PERS Building located at 400 'P' Street, room 1170, in Sacramento, CA.

While no agenda was included in the RCL, it did mention the Refugee Programs Bureau staff will provide updates on Welfare Reform, the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) allocations, allocation methodology for counties. There will be time to discuss the county plan format.

If you would like a copy of this RCL, please contact Greg at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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Refugee Service
Committee



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of PUBLIC MEETING
of the

*REFUGEE SERVICES COMMITTEE

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APR 05 1996

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DATE:	Thursday, April 11, 1996
TIME:	9:30 - 11:00 a.m.
LOCATION:	Private Industry Council of S.F. 745 Franklin Street, Suite 400 (Conference Room)

Agenda

1. Adoption of agenda
2. Referral of RCA clients for the duration of the contract year
3. Nominations to the State Advisory Council on Refugee Assistance and Services - Don Climent and Bryan McGowan
4. Refugee Program Bureau Monitoring Visit on April 15, 1996
5. New Federal report forms (RS 50 and RS 51)
6. Announcements

Committee members please RSVP to 931-7460



*If you require special accommodation due to a disability
please call Roberta Fazande at 931-7460 or TDD 749-7403
at least 72 hours in advance*

Issued April 4, 1996

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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MAY 10 1996
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 10, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: PROPOSED NOTICES OF AVAILABILITY OF FUNDING FOR TARGETED ASSISTANCE
(TA) AND REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS).

Refugee Coordinator Letter (RCL) 96-12 dated May 8, 1996 and received May 9, 1996 regarding the the proposed Notices of Availability of Funding for Targeted Assistance (TA) and Refugee Employment Social Services (RESS) for federal fiscal year 1996. The comment period closes June 5, 1996. Because the Notices are not final, the state has not calculated the administrative rates for TA and RESS; this will be done once the Notices become final.

It appears the proposed amount of TA funds for California is \$7,800,548 and the proposed allocation for San Francisco is \$702,504.

It appears the proposed amount of RESS funds for California is \$14,561,671 (no county breakdown was published).

The state is presently analyzing the proposed Notices and will prepare written comments to the federal Office of Refugee Resettlement (ORR) as well as each of the County Refugee Coordinators. The RCL includes a request from the Refugee Programs Bureau that copies of county comments on the proposed Notices be sent to:

Mr. Robert A. Barton, Chief
Refugee Programs Bureau
744 'P' Street, Mail Station 6-646
Sacramento, CA 95814.

Copies of the proposed Notices as they were received from the RPB through the Internet are enclosed.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

[Federal Register: May 6, 1996 (Volume 61, Number 88)]

[Notices]

[Page 20260-20268]

From the Federal Register Online via GPO Access [wais.access.gpo.gov]

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families

Refugee Resettlement Program; Proposed Availability of Formula
Allocation Funding for FY 1996 Targeted Assistance Grants for Services
to Refugees in Local Areas of High Need

AGENCY: Office of Refugee Resettlement (ORR), ACF, HHS.

ACTION: Notice of proposed availability of formula allocation funding
for FY 1996 targeted assistance grants to States for services to
refugees \1\ in local areas of high need.

 \1\ In addition to persons who meet all requirements of 45 CFR
400.43, ``Requirements for documentation of refugee status,'' eligibility
for targeted assistance includes Cuban and Haitian entrants, certain
Amerasians from Vietnam who are admitted to the U.S. as immigrants,
and certain Amerasians from Vietnam who are U.S. citizens. (See section
II of this notice on ``Authorization.'') The term ``refugee'', used in
this notice for convenience, is intended to encompass such additional
persons who are eligible to participate in refugee program services,
including the targeted assistance program.

Refugees admitted to the U.S. under admissions numbers set aside
for private-sector-initiative admissions are not eligible to be served
under the targeted assistance program (or under other programs supported
by Federal refugee funds) during their period of coverage under their
sponsoring agency's agreement with the Department of State--usually two
years from their date of arrival, or until they obtain permanent resident
alien status, whichever comes first.

[[Page 20261]]

SUMMARY: This notice announces the proposed availability of funds and
award procedures for FY 1996 targeted assistance grants for services to
refugees under the Refugee Resettlement Program (RRP). These grants are
for service provision in localities with large refugee populations,

high refugee concentrations, and high use of public assistance, and where specific needs exist for supplementation of currently available resources. This notice reflects the final rule published in the Federal Register on June 28, 1995 (60 FR 33584) which was effective October 1, 1995. This rule established a new subpart L, providing regulations for the Targeted Assistance Program (TAP) for the first time.

This notice proposes that the qualification of counties be based on refugee and entrant arrivals during the 5-year period from FY 1991 through FY 1995, in keeping with ORR's new regulation, and on the concentration of refugees and entrants as a percentage of the general population. Under this proposal, 15 new counties would qualify for targeted assistance and 19 counties which previously received targeted assistance grants would no longer qualify for targeted assistance funding. This notice also proposes a new allocation formula to reflect the limitation on the use of targeted assistance funding for services to refugees who have resided in the United States 5 years or less.

In addition, this notice replaces the schedule of allowable administrative cost amounts for local administrative budgets that appeared in previous notices with an allowable administrative cost amount of up to 15% for all TAP counties for the purpose of increasing local flexibility and oversight.

DATES: Comments on this notice must be received before June 5, 1996.

ADDRESSES: Address written comments, in duplicate, to: Toyo A. Biddle, Office of Refugee Resettlement, Administration for Children and Families, 370 L'Enfant Promenade, SW., Washington, DC 20447.

APPLICATION DEADLINE: The deadline for applications will be established by the final notice; applications should not be sent in response to this notice of proposed allocations.

FOR FURTHER INFORMATION CONTACT: Toyo Biddle (202) 401-9250.

SUPPLEMENTARY INFORMATION:

I. Purpose and Scope

This notice announces the proposed availability of funds for grants for targeted assistance for services to refugees in counties where, because of factors such as unusually large refugee populations, high refugee concentrations, and high use of public assistance, there exists and can be demonstrated a specific need for supplementation of resources for services to this population.

The Office of Refugee Resettlement (ORR) has available \$55,397,000 in FY 1996 funds for the targeted assistance program (TAP) as part of the FY 1996 appropriation for the Department of Health and Human Services (Pub. L. 104-134).

The FY 1996 House Appropriations Committee Report (H.R. Rept. No. 104-209) reads as follows with respect to targeted assistance funds:

This program provides grants to States for counties which are impacted by high concentrations of refugees and high dependency rates. The Committee agrees that \$19,000,000 is available for targeted assistance to serve communities affected by the Cuban and Haitian entrants and refugees whose arrivals in recent years have increased. The Committee has set-aside 20 percent of these funds for increased support to communities with large concentrations of refugees whose cultural differences make assimilation especially difficult justifying a more intense and longer duration level of Federal assistance.

The Conference Report on Appropriations (H. Rept. No. 104-) agrees with the allocation of targeted assistance contained in the House Report.

The Director of the Office of Refugee Resettlement (ORR) proposes to use the \$55,397,000 appropriated for FY 1996 targeted assistance as follows:

- \$25,317,600 will be allocated under the proposed 5-year population formula, as set forth in this notice.

- \$19,000,000 will be awarded to serve communities most heavily affected by recent Cuban and Haitian entrant arrivals.

- \$11,079,400 (20% of the total) will be awarded under a discretionary grant announcement that will be issued separately setting forth application requirements and evaluation criteria. These funds will be used to provide increased support to communities with large concentrations of refugees whose cultural differences make assimilation especially difficult, in accordance with the intent of Congress as reflected in the House Appropriations Committee Report.

In addition, the Office of Refugee Resettlement will have available an additional \$5,000,000 in FY 1996 funds for the targeted assistance discretionary program through the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1996 (Pub. L. 104-107). These funds are to be used for grants to localities most heavily impacted by the influx of refugees such as Laotian Hmong, Cambodians and Soviet Pentecostals, and will be awarded under a discretionary grant announcement which will be issued setting forth application requirements and evaluation criteria.

The purpose of targeted assistance grants is to provide, through a process of local planning and implementation, direct services intended to result in the economic self-sufficiency and reduced welfare dependency of refugees through job placements.

The targeted assistance program reflects the requirements of section 412(c)(2)(B) of the Immigration and Nationality Act (INA), which provides that targeted assistance grants shall be made available "(i) primarily for the purpose of facilitating refugee employment and achievement of self-sufficiency, (ii) in a manner that does not supplant other refugee program funds and that assures that not less than 95 percent of the amount of the grant award is made available to the county or other local entity."

II. Authorization

Targeted assistance projects are funded under the authority of section 412(c)(2) of the Immigration and Nationality Act (INA), as amended by the Refugee Assistance Extension Act of 1986 (Pub. L. 99-605), 8 U.S.C. 1522(c); section 501(a) of the Refugee Education Assistance Act of 1980 (Pub. L. 96-422), 8 U.S.C. 1522 note, insofar as it incorporates by reference with respect to Cuban and Haitian entrants the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above; section 584(c) of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202), insofar as it incorporates by reference with respect to certain Amerasians from Vietnam the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above, including certain Amerasians from Vietnam who are U.S. citizens, as provided under title II of the Foreign Operations, Export

[[Page 20262]]

Financing, and Related Programs Appropriations Acts, 1989 (Pub. L. 100-461), 1990 (Pub. L. 101-167), and 1991 (Pub. L. 101-513).

III. Client and Service Priorities

Targeted assistance funding must be used to assist refugee families to achieve economic independence. To this end, States and counties are required to ensure that a coherent family self-sufficiency plan is developed for each eligible family that addresses the family's needs from time of arrival until attainment of economic independence. (See Secs. 400.79 and 400.156(g) of the final rule.) Each family self-sufficiency plan should address a family's needs for both employment-related services and other needed social services. The family self-sufficiency plan must include: (1) A determination of the income level a family would have to earn to exceed its cash grant and move into self-support without suffering a monetary penalty; (2) a strategy and timetable for obtaining that level of family income through the placement in employment of sufficient numbers of employable family members at sufficient wage levels; and (3) employability plans for every employable member of the family. In local jurisdictions that have both targeted assistance and refugee social services programs, one family self-sufficiency plan may be developed for a family that incorporates both targeted assistance and refugee social services.

Services funded through the targeted assistance program are required to focus primarily on those refugees who, either because of their protracted use of public assistance or difficulty in securing employment, continue to need services beyond the initial years of resettlement. Effective October 1, 1995, under new regulations at Sec. 400.315(b) published in the Federal Register on June 28, 1995, (60 FR 33584), States may not provide services funded under this notice, except for referral and interpreter services, to refugees who have been

in the United States for more than 60 months (5 years). States may, however, continue to provide employability services through September 30, 1996, or until the services are completed, whichever occurs first, to refugees who have been in the U.S. for more than 60 months, who were receiving employability services, as defined in Sec. 400.316, as of September 30, 1995, as part of an employability plan.

In accordance with Sec. 400.314, States are required to provide targeted assistance services to refugees in the following order of priority, except in certain individual extreme circumstances: (a) Refugees who are cash assistance recipients, particularly long-term recipients; (b) unemployed refugees who are not receiving cash assistance; and (c) employed refugees in need of services to retain employment or to attain economic independence.

In addition to the statutory requirement that TAP funds be used ``primarily for the purpose of facilitating refugee employment'' (section 412(c)(2)(B)(i)), funds awarded under this program are intended to help fulfill the Congressional intent that ``employable refugees should be placed on jobs as soon as possible after their arrival in the United States'' (section 412(a)(1)(B)(i) of the INA). Therefore, in accordance with Sec. 400.313, targeted assistance funds must be used primarily for employability services designed to enable refugees to obtain jobs with less than one year's participation in the targeted assistance program in order to achieve economic self-sufficiency as soon as possible. Targeted assistance services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. Targeted assistance funds may not be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year.

In accordance with Sec. 400.317, if targeted assistance funds are used for the provision of English language training, such training must be provided in a concurrent, rather than sequential, time period with employment or with other employment-related activities.

A portion of a local area's allocation may be used for services which are not directed toward the achievement of a specific employment objective in less than one year but which are essential to the adjustment of refugees in the community, provided such needs are clearly demonstrated and such use is approved by the State. Allowable services include those listed under 45 CFR 400.316.

Reflecting section 412(a)(1)(A)(iv) of the INA, States must ``insure that women have the same opportunities as men to participate in training and instruction.'' In addition, in accordance with Sec. 400.317, services must be provided to the maximum extent feasible in a manner that includes the use of bilingual/bicultural women on service agency staffs to ensure adequate service access by refugee women. The Director also strongly encourages the inclusion of refugee women in management and board positions in agencies that serve refugees. In order to facilitate refugee self-support, the Director also expects States to implement strategies which address simultaneously the employment potential of both male and female wage

earners in a family unit. States and counties are expected to make every effort to assure availability of day care services for children in order to allow women with children the opportunity to participate in employment services or to accept or retain employment. To accomplish this, day care may be treated as a priority employment-related service under the targeted assistance program. Refugees who are participating in TAP-funded or social services-funded employment services or have accepted employment are eligible for day care services for children. For an employed refugee, TAP-funded day care should be limited to one year after the refugee becomes employed. States and counties, however, are expected to use day care funding from other publicly funded mainstream programs as a prior resource and are encouraged to work with service providers to assure maximum access to other publicly funded resources for day care.

In accordance with Sec. 400.317 in the new regulations, targeted assistance services must be provided in a manner that is culturally and linguistically compatible with a refugee's language and cultural background, to the maximum extent feasible. In light of the increasingly diverse population of refugees who are resettling in this country, refugee service agencies will need to develop practical ways of providing culturally and linguistically appropriate services to a changing ethnic population. Services funded under this notice must be refugee-specific services which are designed specifically to meet refugee needs and are in keeping with the rules and objectives of the refugee program. Vocational or job-skills training, on-the-job training, or English language training, however, need not be refugee-specific.

When planning targeted assistance services, States must take into account the reception and placement (R&P) services provided by local resettlement agencies in order to utilize these resources in the overall program design and to ensure the provision of seamless, coordinated services to refugees that are not duplicative. See Sec. 400.156(b).

ORR strongly encourages States and counties when contracting for targeted assistance services, including employment services, to give consideration to the special strengths of mutual assistance associations (MAAs), whenever contract bidders are otherwise equally qualified, provided that the

[[Page 20263]]

MAA has the capability to deliver services in a manner that is culturally and linguistically compatible with the background of the target population to be served. ORR also strongly encourages MAAs to ensure that their management and board composition reflect the major target populations to be served.

ORR defines MAAs as organizations with the following qualifications:

a. The organization is legally incorporated as a nonprofit organization; and

b. Not less than 51% of the composition of the Board of Directors or governing board of the mutual assistance association is comprised of refugees or former refugees, including both refugee men and women.

Finally, in order to provide culturally and linguistically compatible services in as cost-efficient a manner as possible in a time of limited resources, ORR strongly encourages States and counties to promote and give special consideration to the provision of services through coalitions of refugee service organizations, such as coalitions of MAAs, voluntary resettlement agencies, or a variety of service providers. ORR believes it is essential for refugee-serving organizations to form close partnerships in the provision of services to refugees in order to be able to respond adequately to a changing refugee picture. Coalition-building and consolidation of providers is particularly important in communities with multiple service providers in order to ensure better coordination of services and maximum use of funding for services by minimizing the funds used for multiple administrative overhead costs.

The award of funds to States under this notice will be contingent upon the completeness of a State's application as described in section IX, below.

IV. [Reserved for Discussion of Comments in the Final Notice]

V. Eligible Grantees

Eligible grantees are those agencies of State governments that are responsible for the refugee program under 45 CFR 400.5 in States containing counties which qualify for FY 1996 targeted assistance awards.

The Director of ORR proposes to determine the eligibility of counties for inclusion in the FY 1996 targeted assistance program on the basis of the method described in section VI of this notice.

The use of targeted assistance funds for services to Cuban and Haitian entrants is limited to States which have an approved State plan under the Cuban/Haitian Entrant Program (CHEP).

The State agency will submit a single application on behalf of all county governments of the qualified counties in that State. Subsequent to the approval of the State's application by ORR, local targeted assistance plans will be developed by the county government or other designated entity and submitted to the State.

A State with more than one qualified county is permitted, but not required, to determine the allocation amount for each qualified county within the State. However, if a State chooses to determine county allocations differently from those set forth in the final notice, in accordance with Sec. 400.319, the FY 1996 allocations proposed by the State must be based on the State's population of refugees who arrived in the U.S. during the most recent 5-year period. A State may use welfare data as an additional factor in the allocation of its targeted assistance funds if it so chooses; however, a State may not assign a greater weight to welfare data than it has assigned to population data

in its allocation formula. In addition, if a State chooses to allocate its FY 1996 targeted assistance funds in a manner different from the formula set forth in the final notice, the FY 1996 allocations and methodology proposed by the State must be included in the State's application for ORR review and approval.

Applications submitted in response to the final notice are not subject to review by State and areawide clearinghouses under Executive Order 12372, "Intergovernmental Review of Federal Programs."

VI. Qualification and Allocation Formulas

Beginning with FY 1996, ORR proposes to eliminate the formulas used to date for qualification for, and allocation of, targeted assistance funds and replace them with new formulas in keeping with Sec. 400.315 in ORR's final rule which limits the use of targeted assistance funds to serving refugees who have been in the U.S. 5 years or less.

A. Qualifying New Counties

In order to qualify for application for FY 1996 targeted assistance funds, a county (or group of adjacent counties with the same Standard Metropolitan Statistical Area, or SMSA) or independent city, would be required to rank above a selected cut-off point of jurisdictions for which data were reviewed, based on two criteria: (1) The number of refugee/entrant arrivals placed in the county during the most recent 5-year period (FY 1991--FY 1995); and (2) the 5-year refugee/entrant population as a percent of the county overall population.

Welfare dependency will no longer be used as a qualifying criterion since welfare dependency data for refugee AFDC recipients have not been available at the national level since FY 1989.

Each county would be ranked on the basis of its 5-year arrival population and its concentration of refugees, with a relative weighting of 2 to 1 respectively, because we believe that large numbers of refugee/entrant arrivals into a county create a significant impact, regardless of the ratio of refugees to the county general population.

Each county would then be ranked in terms of the sum of a county's rank on refugee arrivals and its rank on concentration. To qualify for targeted assistance, a county would have to rank within the top 38 counties. ORR has decided to limit the number of qualified counties to the top 38 counties in order to target a sufficient level of funding to the most impacted counties.

ORR has screened data on all counties that have received awards for targeted assistance since FY 1983 and on all other counties that could potentially qualify for TAP funds based on the criteria proposed in this notice. Analysis of these data indicates that: (1) 23 counties which have previously received targeted assistance would continue to qualify; (2) 19 counties which have previously received targeted assistance would no longer qualify; and (3) 15 new counties would be qualified.

Table 1 provides a list of the counties that would remain qualified

and the new counties that would qualify, the number of refugee/entrant arrivals in those counties within the past 5 years, the percent that the 5-year arrival population represents of the overall county population, and each county's rank, based on the qualification formula described above. Table 2 lists the counties that have previously received targeted assistance which would no longer qualify, the number of refugee/entrant arrivals in those counties within the past 5 years, the percent that the 5-year arrival population represents of the overall county population, and each county's rank, based on the qualification formula.

The ORR Director proposes to determine qualification of counties for targeted assistance funds once every three years. Thus the proposed counties listed in this notice as qualified to apply for FY 1996 TAP funding would remain qualified for TAP funding through FY 1998. ORR does not plan to consider the eligibility of additional counties for TAP funding until FY 1999, when ORR will again review data on all counties that

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could potentially qualify for TAP funds based on the criteria proposed in this notice. We believe that a more frequent redetermination of county qualification for targeted assistance would not provide qualifying counties a sufficient period of time within a stable funding climate to adequately address the refugee impact in their counties, while a less frequent redetermination of county qualification would pose the risk of not considering new population impacts in a timely manner.

B. Allocation Formula

Of the funds available for FY 1996 for targeted assistance, \$25,317,600 would be allocated by formula to States for qualifying counties based on the initial placements of refugees, Amerasians, and entrants in these counties during the 5-year period from FY 1991 through FY 1995 (October 1, 1990--September 30, 1995).

At this time, ORR entrant arrival data do not include Cuban parolees who came to the U.S. directly from Havana in FY 1995 under the U.S. Bilateral Agreement with Cuba. Reliable data on these parolees are difficult to obtain since these parolees are not resettled through sponsoring agencies. We hope to be able to establish a method for obtaining reliable arrival data on these entrants in the future. States that wish to receive credit for its Cuban parolee population that came directly from Havana in FY 1995, may submit evidence to ORR during the 30-day comment period for consideration. Evidence should include the parolee's name, alien number, date of birth, and date of arrival.

In the final notice, allocation amounts may reflect final adjustments in FY 1995 arrival data in some States.

C. Allocation Formula for Communities Affected by Recent Cuban/Haitian

Arrivals

Allocations for recent Cuban and Haitian entrant arrivals are based on entrant arrival numbers during the 5-year period beginning October 1, 1990 through September 30, 1995. Allocations are limited to targeted assistance counties that received 900 or more Cuban and Haitian arrivals during the 5-year period. We have limited allocations to counties with at least 900 entrants to target these resources on the most impacted counties.

VII. Allocations

Table 3-lists the proposed qualifying counties, the number of refugee/entrant arrivals in those counties during the 5-year period from October 1, 1990-September 30, 1995, the proposed amount of each county's allocation based on its 5-year arrival population, the number of Cuban and Haitian entrant arrivals in each county during FY 1991-FY 1995, the allocation amount for each county that received 900 or more entrants during the 5-year period, and the total proposed FY 1996 allocation for each county.

Table 4 provides State totals for targeted assistance allocations.

Table 5 indicates the areas that each proposed qualified county represents.

Table 1.--Top 38 Counties Eligible for Targeted Assistance
[Targeted Assistance Counties Proposed for Continuation]

County and state	5-year arrival pop.	Concentration percent	Rank
Alameda, CA.....	5,915	0.4624	24
Fresno, CA.....	6,856	1.0271	7
Merced, CA.....	1,885	1.0566	37
Orange, CA.....	26,216	1.0876	4
Sacramento, CA.....	12,967	1.2454	5
San Diego, CA.....	13,571	0.5433	14
San Francisco, CA.....	11,798	0.7357	11
San Joaquin, CA.....	3,016	0.6275	28
Santa Clara, CA.....	18,395	1.2283	3
Los Angeles, CA.....	30,383	0.3428	20
Dade, FL.....	45,405	2.3440	1
Palm Beach, FL.....	3,517	0.4073	35
Cook/Kane, IL.....	18,969	0.3498	1
Suffolk, MA.....	6,298	0.9486	13
Hennepin, MN.....	5,322	0.5155	22
Ramsey, MN.....	4,811	0.9904	15
New York, NY.....	87,553	1.1957	2
Multnomah, OR.....	11,454	0.8110	9
Philadelphia, PA.....	8,642	0.5450	16

Dallas/Tarrant, TX.....	13,360	0.4420	17
Harris, TX.....	11,328	0.4020	23
Fairfax, VA.....	4,847	0.5054	25
King, WA.....	17,618	0.8930	6
New Counties That Would Qualify:			
District of Columbia.....	4,467	0.7360	18
Duval, FL.....	3,267	0.4855	33
De Kalb, GA.....	5,761	1.0554	1
Fulton, GA.....	6,580	1.0139	10
Polk, IA.....	2,784	0.8510	7
City of Baltimore, MD.....	3,568	0.4848	29
Oakland, MI.....	4,100	0.3784	38
City of St Louis, MO.....	5,442	1.3719	8
Lancaster, NE.....	2,894	1.3546	19
Bernalillo, NM.....	2,776	0.5776	36
Broome, NY.....	2,154	1.0153	34
Monroe, NY.....	3,495	0.4895	30
Oneida, NY.....	2,300	0.9169	43
Davidson, TN.....	3,308	0.6476	26

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Richmond, VA.....	2,165	1.0662	31
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Table 2.--Targeted Assistance Counties That Would No Longer Qualify

County and state	5-year arrival pop.	Concentration percent	Rank
Contra Costa, CA.....	1,748	0.2175	87
Tulare, CA.....	1,110	0.3559	85
Stanislaus, CA.....	1,258	0.3395	81
Denver, CO.....	5,472	0.3061	39
Broward, FL.....	3,356	0.2673	51
Hillsborough, FL.....	2,610	0.3129	56
Honolulu, HI.....	1,363	0.1630	110
Sedgwick, KS.....	1,572	0.3894	67
Orleans, LA.....	1,257	0.1330	118
Montgomery/Prince Georges, MD.....	4,528	0.3047	48
Middlesex, MA.....	3,114	0.2227	62
Jackson, MO.....	3,233	0.4066	41
Essex, NJ.....	2,088	0.2683	68
Hudson, NJ.....	2,726	0.4929	45
Union, NJ.....	1,218	0.2466	101
Providence, RI.....	1,389	0.2329	96

Salt Lake, UT.....	2,957	0.2511	60
Arlington, VA.....	1,468	0.8588	53
Pierce, WA.....	2,825	0.4819	42

Assistance Allocations by County: FY 1996 Table 3.--Proposed Targeted

Proposed FY 1996 allocation	Entrants FY 1991-1995	County, state than 900	Entrants: more than 900	Proposed FY 1996 C/H allocation	Arrivals: \$44,317,600 refugee + Total entrant FY 1996 1991-1995 allocation
ALAMEDA, CA \$352,205	16				5,915 \$352,205
FRESNO, CA 408,236	0				6,886 408,236
LOS ANGELES, CA 1,809,136	604				30,383 1,809,136
MERCED, CA 112,241	0				1,855 112,241
ORANGE, CA 1,561,134	30				26,218 1,561,134
SACRAMENTO, CA 772,112	3				12,957 772,112
SAN DIEGO, CA 808,076	370				13,571 808,076
SAN FRANCISCO, CA 702,504	187				11,798 702,504
SAN JOAQUIN, CA 179,586	2				3,016 179,586
SANTA CLARA, CA 1,095,318	12				18,395 1,095,318
DISTRICT OF COL. 265,985	13				4,467 265,985
DADE, FL 2,703,611	33,701		33,701	\$16,666,294	45,405 19,369,905
DUVAL, FL 194,531	20				3,267 194,531
PALM BEACH, FL 209,417	2,757		2,757	1,363,430	3,517 1,572,847
DE KALB, GA 343,035	18				5,761 343,035
FULTON, GA 391,802	164				6,580 391,802
COOK/KANE, IL 1,129,497	321				18,869 1,129,497
POLK, IA 165,771	0				2,784 165,771
BALTIMORE, MD \1\ 212,454	1				3,568 212,454
SUFFOLK, MA 375,010	270				6,298 375,010
OAKLAND, MI 244,132	8				4,100 244,132

HENNEPIN, MN.....	0	5,322,895
316,895		
RAMSEY, MN.....	8	4,811,286,468
286,468		
ST LOUIS, MO \1\.....	1	5,442,324,040
324,040		
LANCASTER, NE.....	5	2,894,172,321
172,321		
BERNALILLO, NM.....	950	2,776,635,102
165,295	950	469,807
BROOME, NY.....	29	2,154,128,259
128,259		
MONROE, NY.....	403	3,495,208,107
208,107		
NEW YORK, NY.....	1,012	87,553,57,113,755
5,213,286	1,012	500,469
ONEIDA, NY.....	1	2,300,136,952
136,952		
MULTNOMAH, OR.....	320	11,454,682,021
682,021		
PHILADELPHIA, PA.....	65	8,642,514,582
514,582		
DAVIDSON, TN.....	1	3,308,196,973
196,973		

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DALLAS/TARRANT, TX.....	441	13,380,795,513
795,513		
HARRIS, TX.....	93	11,328,674,518
674,518		
FAIRFAX, VA.....	3	4,847,288,611
288,611		
RICHMOND, VA.....	82	2,165,128,914
128,914		
ING/SNOHOMISH, WA.....	12	17,618,1,049,052
1,049,052		

Total.....	41,923	425,189,25,317,600
25,317,600	38,420	19,000,000

1\ The qualifying local jurisdiction is the independent City of Baltimore and the independent City of St. Louis.

State: FY 1996

Table 4.--Proposed Targeted Assistance Allocations by

State FY 1996			Arrivals:
25,317,600	\$19,000,000	\$44,317,600	Refugee +
proposed FY	Proposed FY	Total Proposed	Entrant FY
1996 C/H	State FY 1996		1996
Allocation	Allocation	Allocation	1991-1995

CALIFORNIA		131,004
\$7,800,548	\$7,800,548	
DISTRICT OF COL		4,467
265,985	265,985	
FLORIDA		52,189
3,107,859	\$18,029,724	21,137,283
GEORGIA		12,341
734,837	734,837	
ILLINOIS		18,969
1,129,497	1,129,497	
IOWA		2,784
165,771	165,771	
MARYLAND		3,568
212,454	212,454	
MASSACHUSETTS		6,298
375,010	375,010	
MICHIGAN		4,100
244,132	244,132	
MINNESOTA		10,133
603,363	603,363	
MISSOURI		5,442
324,040	324,040	
NEBRASKA		2,894
172,321	172,321	
NEW MEXICO		2,776
165,295	469,807	635,102
NEW YORK		95,502
5,686,604	500,469	6,187,073
OREGON		11,454
682,021	682,021	
PENNSYLVANIA		8,642
514,582	514,582	
TENNESSEE		3,308
196,973	196,973	
TEXAS		24,688
1,470,031	1,470,031	
VIRGINIA		7,012
417,525	417,525	
WASHINGTON		17,618
1,049,052	1,049,052	
Total		425,189
25,317,600	19,000,000	44,317,600

Table 5.--Targeted Assistance Areas

State	Targeted assistance area \1\	Definition
CA.....	ALAMEDA	
CA.....	FRESNO	
CA.....	LOS ANGELES	
CA.....	MERCED	
CA.....	ORANGE	
CA.....	SACRAMENTO	
CA.....	SAN DIEGO	

CA.....	SAN FRANCISCO	MARIN, SAN FRANCISCO, & SAN MATEO COUNTIES
CA.....	SAN JOAQUIN	
CA.....	SANTA CLARA	
DC.....	DISTRICT OF COL.	
FL.....	DADE	
FL.....	DUVAL	
FL.....	PALM BEACH	
GA.....	DEKALB	
GA.....	FULTON	
IL.....	COOK/KANE	
IA.....	POLK	
MD.....	CITY OF BALTIMORE	
MA.....	SUFFOLK	
MI.....	OAKLAND	
MN.....	HENNEPIN	
MN.....	RAMSEY	

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MO.....	CITY OF ST. LOUIS	
NE.....	LANCASTER	
NM.....	BERNALILLO	
NY.....	BROOME	
NY.....	MONROE	
NY.....	NEW YORK	BRONX, KINGS, NEW YORK, QUEENS, & RICHMOND COUNTIES.
NY.....	ONEIDA	
OR.....	MULTNOMAH	CLACKAMAS, MULTNOMAH, & WASHINGTON COUNTIES, OR. & CLARK COUNTY, WA.
PA.....	PHILADELPHIA	
TN.....	DAVIDSON	
TX.....	DALLAS/TARRANT	
TX.....	HARRIS	
VA.....	FAIRFAX	FAIRFAX COUNTY & THE INDEPENDENT CITIES OF ALEXANDRIA, FAIRFAX AND FALLS CHURCH.
VA.....	RICHMOND	
WA.....	KING/SNOHOMISH	

\1 Consists of named county/counties unless otherwise defined.

VIII. Application and Implementation Process

Under the FY 1996 targeted assistance program, States may apply for and receive grant awards on behalf of qualified counties in the State. A single allocation will be made to each State by ORR on the basis of an approved State application. The State agency will, in turn, receive, review, and determine the acceptability of individual county targeted assistance plans.

Pursuant to Sec. 400.210(b), FY 1996 targeted assistance funds must be obligated by the State agency no later than one year after the end of the Federal fiscal year in which the Department awarded the grant. Funds must be liquidated within two years after the end of the Federal fiscal year in which the Department awarded the grant. A State's final financial report on targeted assistance expenditures must be received no later than two years after the end of the Federal fiscal year in which the Department awarded the grant. If final reports are not received on time, the Department will deobligate any unexpended funds, including any unliquidated obligations, on the basis of a State's last filed report.

Although additional funding for communities affected by Cuban and Haitian entrants and refugees whose arrivals in recent years have increased is part of the appropriation amount for targeted assistance, the scope of activities for these additional funds will be administratively determined. Applications for these funds are therefore not subject to provisions contained in this notice but to other requirements which will be conveyed separately. Similarly, the requirements regarding the discretionary portion of the targeted assistance appropriation will be addressed separately in the grant announcement for those funds.

IX. Application Requirements

In applying for targeted assistance funds, a State agency is required to provide the following:

A. Assurance that effective October 1, 1995, targeted assistance funds will be used in accordance with the new ORR regulations published in the Federal Register on June 28, 1995.

B. Assurance that targeted assistance funds will be used primarily for the provision of services which are designed to enable refugees to obtain jobs with less than one year's participation in the targeted assistance program. States must indicate what percentage of FY 1996 targeted assistance formula allocation funds that are used for services will be allocated for employment services.

C. Assurance that targeted assistance funds will not be used to offset funding otherwise available to counties or local jurisdictions from the State agency in its administration of other programs, e.g. social services, cash and medical assistance, etc.

D. Identification of the local administering agency.

E. The amount of funds to be awarded to the targeted county or counties. If a State with more than one qualifying targeted assistance county chooses to allocate its targeted assistance funds differently from the formula allocation for counties presented in the ORR targeted

assistance notice in a fiscal year, its allocations must be based on the State's population of refugees who arrived in the U.S. during the most recent 5-year period. A State may use welfare data as an additional factor in the allocation of targeted assistance funds if it so chooses; however, a State may not assign a greater weight to welfare data than it has assigned to population data in its allocation formula. The application must provide a description of, and supporting data for, the State's proposed allocation plan, the data to be used, and the proposed allocation for each county.

In instances where a State receives targeted assistance funding for impacted counties contained in a standard metropolitan statistical area (SMSA) which includes a county or counties located in a neighboring State, the State receiving those funds must provide a description of coordination and planning activities undertaken with the State Refugee Coordinator of the neighboring State in which the impacted county or counties are located. These planning and coordination activities should result in a proposed allocation plan for the equitable distribution of targeted assistance funds by county based on the distribution of the eligible population by county within the SMSA. The proposed allocation plan must be included in the State's application to ORR.

F. A description of the State's guidelines for the required content of county targeted assistance plans and a description of the State's review/approval process for such county plans. Acceptable county plans must minimally include the following:

1. Assurance that targeted assistance funds will be used in accordance with the new ORR regulations published in the Federal Register on June 28, 1995. In particular, a description of a county's plan to carry out the requirements of 45 CFR 400.156.

2. Procedures for carrying out a local planning process for determining

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targeted assistance priorities and service strategies. All local targeted assistance plans will be developed through a planning process that involves, in addition to the State Refugee Coordinator, representatives of the private sector (for example, private employers, private industry council, Chamber of Commerce, etc.), leaders of refugee/entrant community-based organizations, voluntary resettlement agencies, refugees from the impacted communities, and other public officials associated with social services and employment agencies that serve refugees. Counties are encouraged to foster coalition-building among these participating organizations.

3. Identification of refugee/entrant populations to be served by targeted assistance projects, including approximate numbers of clients to be served, and a description of characteristics and needs of targeted populations. (As per 45 CFR 400.314)

4. Description of specific strategies and services to meet the needs of targeted populations. These should be justified where possible through analysis of strategies and outcomes from projects previously

implemented under the targeted assistance programs, the regular social service programs, and any other services available to the refugee population.

5. The relationship of targeted assistance services to other services available to refugees/entrants in the county including State-allocated ORR social services.

6. Analysis of available employment opportunities in the local community. Examples of acceptable analyses of employment opportunities might include surveys of employers or potential employers of refugee clients, surveys of presently effective employment service providers, review of studies on employment opportunities/forecasts which would be appropriate to the refugee populations.

7. Description of the monitoring and oversight responsibilities to be carried out by the county or qualifying local jurisdiction.

8. Assurance that the local administrative budget will not exceed 15% of the local allocation. Targeted assistance grants are cost-based awards. Neither a State nor a county is entitled to a certain amount for administrative costs. Rather, administrative cost requests should be based on projections of actual needs. Beginning with FY 1996 funds, all TAP counties will be allowed to spend up to 15% of their allocation on TAP administrative costs, as need requires. However, States and counties are strongly encouraged to limit administrative costs to the extent possible to maximize available funding for services to clients.

9. For any State that administers the program directly or otherwise provides direct service to the refugee/entrant population (with the concurrence of the county), the State must provide ORR with the same information required above for review and prior approval.

G. All applicants must establish targeted assistance proposed performance goals for each of the 6 ORR performance outcome measures for each impacted county's proposed service contract(s) or sub-grants for the next contracting cycle. Proposed performance goals must be included in the application for each performance measure. The 6 ORR performance measures are: entered employments, cash assistance reductions due to employment, cash assistance terminations due to employment, 90-day employment retentions, average wage at placement, and job placements with available health benefits. Targeted assistance program activity and progress achieved toward meeting performance outcome goals are to be reported quarterly on the ORR-6, the "Quarterly Performance Report."

States which are currently grantees for targeted assistance funds should base projected annual outcome goals on past performance. Current grantees should have adequate baseline data for at least 3 of the 6 ORR performance outcome measures (entered employments, 90 day retentions, and average wage at placement) based on a long history (in some cases, as much as 12 years) of targeted assistance program experience. Where baseline data do not exist for a specific performance outcome measure, current grantees should use available performance data from the current targeted assistance funding cycle to establish reasonable outcome goals for contractors and sub-grantees on all 6 measures.

States identified as new eligible targeted assistance grantees are

also required to set proposed outcome goals for each of the 6 ORR performance outcome measures. New grantees may use baseline data, as available, and current data as reported on the ORR-6 for social services program activity to assist them in the goal-setting process.

Proposed targeted assistance outcome goals should reflect improvement over past performance and strive for continuous improvement during the project period from one year to another.

H. An identification of the contracting cycle dates for targeted assistance service contracts in each county. States with more than one qualified county are encouraged to ensure that all counties participating in TAP in the State use the same contracting cycle dates.

I. A description of the State's plan for conducting fiscal and programmatic monitoring and evaluations of the targeted assistance program, including frequency of on-site monitoring.

J. Assurance that the State will make available to the county or designated local entity not less than 95% of the amount of its formula allocation for purposes of implementing the activities proposed in its plan, except in the case of a State that administers the program locally as described in item F9 above.

K. A line item budget and justification for State administrative costs limited to a maximum of 5% of the total award to the State. Each total budget period funding amount requested must be necessary, reasonable, and allocable to the project. States that administer the program locally in lieu of the county, through a mutual agreement with the qualifying county, may add up to, but not exceed, 10% of the county's TAP allocation to the State's administrative budget.

L. Assurance that the State will follow or mandate that its sub-recipients will follow appropriate State procurement and contract requirements in the acquisition, administration, and management of targeted assistance service contracts.

X. Reporting Requirements

Effective January 1, 1996, States will be required to submit quarterly reports on the outcomes of the targeted assistance program, using Schedule A and Schedule C of the new ORR-6 Quarterly Performance Report form which was sent to States in ORR State Letter 95-35 on November 6, 1995.

Dated: April 29, 1996.

Lavinia Limon,
Director, Office of Refugee Resettlement.
[FR Doc. 96-11145 Filed 5-03-96; 8:45 am]
BILLING CODE 4184-01-P



[Federal Register: May 6, 1996 (Volume 61, Number 88)]

[Notices]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Refugee Resettlement

Refugee Resettlement Program: Proposed Allocations to States of
FY 1996 Funds for Refugee Social Services

AGENCY: Office of Refugee Resettlement (ORR), ACF, HHS.

ACTION: Notice of proposed allocations to States of FY 1996 funds for
refugee \\\ social services.

\\ In addition to persons who meet all requirements of 45 CFR
400.43, "Requirements for documentation of refugee status,"

eligibility for refugee social services also includes: (1) Cuban and Haitian entrants, under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. 96-422); (2) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. 100-202); and (3) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Pub. L. 100-461), 1990 (Pub. L. 101-167), and 1991 (Pub. L. 101-513). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise.

Refugees admitted to the U.S. under admissions numbers set aside for private-sector-initiative admissions are not eligible to be served under the social service program (or under other programs supported by Federal refugee funds) during their period of coverage under their sponsoring agency's agreement with the Department of State--usually two years from their date of arrival or until they obtain permanent resident alien status, whichever comes first.

SUMMARY: This notice announces the proposed allocations to States of FY 1996 funds for social services under the Refugee Resettlement Program (RRP). In the final notice, allocation amounts could be adjusted slightly based on final adjustments in FY 1995 arrivals in some States. This notice reflects the new social service provisions in the final rule published in the Federal Register on June 28, 1995, (60 FR 33584) which became effective October 1, 1995. This notice discontinues the special discretionary funds set-aside for services to former political prisoners from Vietnam.

EFFECTIVE DATE: Comments on the proposed allocations contained in this notice must be received by June 5, 1996.

ADDRESSES: Address written comments, in duplicate, to: Toyo A. Biddle, Office of Refugee Resettlement, Administration for Children and Families, 370 L'Enfant Promenade, SW., Washington, DC 20447.

FOR FURTHER INFORMATION CONTACT: Toyo Biddle (202) 401-9250.

SUPPLEMENTARY INFORMATION:

I. Amounts Proposed For Allocation

The Office of Refugee Resettlement (ORR) has available \$80,802,000 in FY 1996 refugee social service funds as part of the FY 1996 appropriation for the Department of Health and Human Services (Pub. L. 104-134).

Of the total of \$80,802,000, the Director of ORR proposes to make available to States \$68,681,700 (85%) under the allocation formula set out in this notice. These funds would be made available for the purpose of providing social services to refugees. We are discontinuing in FY 1996 the special \$2,000,000 discretionary funds set-aside for services to former political prisoners from Vietnam. However, ORR expects States to address the special needs of former political prisoners from Vietnam through their regular refugee social service funds as part of the States' 5-year eligible service population.

Refugee Social Service Funds

The population figures for the social service allocation include refugees, Cuban/Haitian entrants, and Amerasians from Vietnam since these populations may be served through funds addressed in this notice.

(A State must, however, have an approved State plan for the Cuban/Haitian Entrant Program or indicate in its refugee program State plan that Cuban/Haitian entrants will be served in order to use funds on behalf of entrants as well as refugees.)

The Director proposes to allocate \$68,681,700 to States on the basis of each State's proportion of the national population of refugees who had been in the U.S. 3 years or less as of October 1, 1995 (including a floor amount for States which have small refugee populations).

The use of the 3-year population base in the allocation formula is required by section 412(c)(1)(B) of the Immigration and Nationality Act (INA) which states that the "funds available for a fiscal year for grants and contracts [for social services].* * * shall be allocated among the States based on the total number of refugees (including children and adults) who arrived in the United States not more than 36 months before the beginning of such fiscal year and who are actually residing in each State (taking into account secondary migration) as of the beginning of the fiscal year."

As established in the FY 1991 social services notice published in the Federal Register of August 29, 1991, section I, "Allocation Amounts" (56 FR 42745), a variable floor amount for States which have small refugee populations is calculated as follows: If the application of the regular allocation formula yields less than \$100,000, then--

(1) a base amount of \$75,000 is provided for a State with a population of 50 or fewer refugees who have been in the U.S. 3 years or less; and

(2) for a State with more than 50 refugees who have been in the U.S. 3 years or less: (a) A floor has been calculated consisting of \$50,000 plus the regular per capita allocation for refugees above 50 up to a total of \$100,000 (in other words, the maximum under the floor formula is \$100,000); (b) if this calculation has yielded less than \$75,000, a base amount of \$75,000 is provided for the State.

ORR has consistently supported floors for small States in order to provide sufficient funds to carry out a minimum service program. Given the range in numbers of refugees in the small States, we have concluded that a variable floor, as established in the FY 1991 notice, will be more reflective of needs than previous across-the-board floors.

The \$12,120,300 in remaining social service funds (15% of the total funds available) is expected to be used by ORR on a discretionary basis to provide funds for individual projects intended to contribute to the effectiveness and efficiency of the refugee resettlement program. Grant announcements on discretionary initiatives will be issued separately.

Population to be Served

Although the allocation formula is based on the 3-year refugee

population, in accordance with the current requirements of 45 CFR Part 400 Subpart I--Refugee Social Services, States are not required to limit social service programs to refugees who have been in the U.S. only 3 years. However, effective October 1, 1995, under new regulations published in the Federal Register on June 28, 1995, (60 FR 33584), States may not provide services funded by this notice, except for referral and interpreter services, to refugees who have been in the United States for more than 60 months (5 years). States may, however, continue to provide employability services through September 30, 1996, or until the services are completed, whichever occurs first, to refugees who have been in the U.S. for more than 60 months, who were receiving employability services, as defined in Sec. 400.154, as of September 30, 1995, as part of an employability plan.

In accordance with Sec. 400.147, States are required to provide services to refugees in the following order of priority, except in certain individual extreme circumstances: (a) All newly arriving refugees during their first year in the U.S., who apply for services; (b) refugees who are receiving cash assistance; (c) unemployed refugees who are not receiving cash assistance; and (d) employed refugees in need of services to retain employment or to attain economic independence.

ORR funds may not be used to provide services to United States citizens, since they are not covered under the authorizing legislation,

with the following exceptions: (1) Under current regulations at 45 CFR 400.208, services may be provided to a U.S.-born minor child in a family in which both parents are refugees or, if only one

[[Page 20270]]

parent is present, in which that parent is a refugee; and (2) under the FY 1989 Foreign Operations, Export Financing, and Related Programs Appropriations Act (Pub. L. 100-461), services may be provided to an Amerasian from Vietnam who is a U.S. citizen and who enters the U.S. after October 1, 1988.

Service Priorities

Refugee social service funding should be used to assist refugee families to achieve economic independence. To this end, States are required to ensure that a coherent family self-sufficiency plan is developed for each eligible family that addresses the family's needs from time of arrival until attainment of economic independence. (See Secs. 400.79 and 400.156(g).) Each family self-sufficiency plan should address a family's needs for both employment-related services and other needed social services. The family self-sufficiency plan must include:

- (1) A determination of the income level a family would have to earn to

exceed its cash grant and move into self-support without suffering a monetary penalty; (2) a strategy and timetable for obtaining that level of family income through the placement in employment of sufficient numbers of employable family members at sufficient wage levels; and (3) employability plans for every employable member of the family.

Reflecting section 412(a)(1)(A)(iv) of the INA, and in keeping with Sec. 400.145, States must ensure that women have the same opportunities as men to participate in all services funded under this notice, including job placement services. In addition, services must be provided to the maximum extent feasible in a manner that includes the use of bilingual/bicultural women on service agency staffs to ensure adequate service access by refugee women. The Director also strongly encourages the inclusion of refugee women in management and board positions in agencies that serve refugees. In order to facilitate refugee self-support, the Director also expects States to implement strategies which address simultaneously the employment potential of both male and female wage earners in a family unit, particularly in the case of large families. States are expected to make every effort to assure the availability of day care services for children in order to allow women with children the opportunity to participate in employment services or to accept or retain employment. To accomplish this, day care may be treated as a priority employment-related service under the refugee social services program. Refugees who are participating in

employment services or have accepted employment are eligible for day care services for children. For an employed refugee, day care funded by refugee social service dollars should be limited to one year after the refugee becomes employed. States are expected to use day care funding from other publicly funded mainstream programs as a prior resource and are expected to work with service providers to assure maximum access to other publicly funded resources for day care.

In accordance with Sec. 400.146 in the new regulations, social service funds must be used primarily for employability services designed to enable refugees to obtain jobs within one year of becoming enrolled in services in order to achieve economic self-sufficiency as soon as possible. Social services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. Social service funds may not be used for long-term training programs such as vocational training that last for more than a year or educational programs that are not intended to lead to employment within a year.

In accordance with Sec. 400.156, refugee social services must be provided, to the maximum extent feasible, in a manner that is culturally and linguistically compatible with a refugee's language and cultural background. In light of the increasingly diverse population of refugees who are resettling in this country, refugee service agencies will need to develop practical ways of providing culturally and

linguistically appropriate services to a changing ethnic population.

Services funded under this notice must be refugee-specific services which are designed specifically to meet refugee needs and are in keeping with the rules and objectives of the refugee program.

Vocational or job skills training, on-the-job training, or English language training, however, need not be refugee-specific.

English language training must be provided in a concurrent, rather than sequential, time period with employment or with other employment-related activities.

When planning State refugee services, States must take into account the reception and placement (R & P) services provided by local resettlement agencies in order to utilize these resources in the overall program design and to ensure the provision of seamless, coordinated services to refugees that are not duplicative.

In order to provide culturally and linguistically compatible services in as cost-efficient a manner as possible in a time of limited resources, ORR encourages States and counties to promote and give special consideration to the provision of refugee social services through coalitions of refugee service organizations, such as coalitions of mutual assistance associations (MAAs), voluntary resettlement agencies, or a variety of service providers. ORR believes it is essential for refugee-serving organizations to form close partnerships in the provision of services to refugees in order to be able to respond

adequately to a changing refugee picture. Coalition-building and consolidation of providers is particularly important in communities with multiple service providers in order to ensure better coordination of services and maximum use of funding for services by minimizing the funds used for multiple administrative overhead costs.

States should also expect to use funds available under this notice to pay for social services which are provided to refugees who participate in alternative projects. Section 412(e)(7)(A) of the INA provides that:

The Secretary [of HHS] shall develop and implement alternative projects for refugees who have been in the United States less than thirty-six months, under which refugees are provided interim support, medical services, support [social] services, and case management, as needed, in a manner that encourages self-sufficiency, reduces welfare dependency, and fosters greater coordination among the resettlement agencies and service providers.

This provision is generally known as the Wilson/Fish Amendment. The Department has already issued a separate notice in the Federal Register with respect to applications for such projects (60 FR 15766, March 27, 1995). The notice on alternative projects does not contain provisions for the allocation of additional social service funds beyond the

amounts established in this notice. Therefore a State which may wish to consider carrying out such a project should take note of this in planning its use of social service funds being allocated under the present notice.

Funding to MAAs

ORR no longer provides set-aside funds to refugee mutual assistance associations as a separate component under the social service notice; instead we have folded these funds into the social service formula allocation to States. Elimination of the MAA set-aside, however, does not represent any reduction in ORR's commitment to MAAs as important participants in

[[Page 20271]]

refugee resettlement. ORR believes that the continued and/or increased utilization of qualified refugee mutual assistance associations in the delivery of social services helps to ensure the provision of culturally and linguistically appropriate services as well as increasing the effectiveness of the overall service system. Therefore, ORR expects States to use MAAs as service providers to the maximum extent possible. ORR strongly encourages States when contracting for services, including

employment services, to give consideration to the special strengths of MAAs, whenever contract bidders are otherwise equally qualified, provided that the MAA has the capability to deliver services in a manner that is culturally and linguistically compatible with the background of the target population to be served. ORR also strongly encourages MAAs to ensure that their management and board composition reflect the major target populations to be served. ORR expects States to continue to assist MAAs in seeking other public and/or private funds for the provision of services to refugee clients.

States may use a portion of their social service grant, either through contracts or through the use of State/county staff, to provide technical assistance and organizational training to strengthen the capability of MAAs to provide employment services, particularly in States where MAA capability is weak or undeveloped.

ORR defines MAAs as organizations with the following qualifications:

- a. The organization is legally incorporated as a nonprofit organization; and
- b. Not less than 51% of the composition of the Board of Directors or governing board of the mutual assistance association is comprised of refugees or former refugees, including both refugee men and women.

III. Allocation Formula

Of the funds available for FY 1996 for social services, \$68,681,700 is proposed to be allocated to States in accordance with the formula specified below. A State's allowable allocation is calculated as follows:

1. The total amount of funds determined by the Director to be available for this purpose; divided by--
2. The total number of refugees and Cuban/Haitian entrants who arrived in the United States not more than 3 years prior to the beginning of the fiscal year for which the funds are appropriated and the number of Amerasians from Vietnam eligible for refugee social services, as shown by the ORR Refugee Data System. The resulting per capita amount will be multiplied by--

3. The number of persons in item 2, above, in the State as of October 1, 1995, adjusted for estimated secondary migration.

The calculation above yields the formula allocation for each State. Minimum allocations for small States are taken into account.

IV. Basis of Population Estimates

The population estimates for the proposed allocation of funds in FY

1996 are based on data on refugee arrivals from the ORR Refugee Data System, adjusted as of October 1, 1995, for estimated secondary migration. The data base includes refugees of all nationalities, Amerasians from Vietnam, and Cuban and Haitian entrants.

For fiscal year 1996, ORR's proposed formula allocations for the States for social services are based on the numbers of refugees and Amerasians who arrived, and on the numbers of entrants who arrived or were resettled, during the preceding three fiscal years: 1993, 1994, and 1995, based on final arrival data by State. Therefore, estimates have been developed of the numbers of refugees and entrants with arrival or resettlement dates between October 1, 1992, and September 30, 1995, who are thought to be living in each State as of October 1, 1995. Refugees admitted under the Federal Government's private-sector initiative are not included, since their assistance and services are to be provided by the private sponsoring organizations under an agreement with the Department of State.

The estimates of secondary migration were based on data submitted by all participating States on Form ORR-11 on secondary migrants who have resided in the U.S. for 36 months or less, as of September 30, 1995. The total migration reported by each State was summed, yielding in- and out-migration figures and a net migration figure for each State. The net migration figure was applied to the State's total arrival figure, resulting in a revised population estimate.

Estimates were developed separately for refugees and entrants and then combined into a total estimated 3-year refugee/entrant population for each State. Eligible Amerasians are included in the refugee figures.

If a State does not agree with ORR's population estimate and wishes ORR to reconsider its population estimate, it should submit written evidence to ORR, including a list of refugees identified by name, alien number, date of birth, and date of arrival. Listings of refugees who are not identified by their alien numbers will not be considered. Such evidence should be submitted separately from comments on the proposed allocation formula no later than 30 days from date of publication of this notice and should be addressed to: Loren Bussert, Office of Refugee Resettlement, 370 L'Enfant Promenade, S.W., Washington, DC 20447, Telephone: (202) 401-4732.

Table 1, below, shows the estimated 3-year populations, as of October 1, 1995, of refugees (col. 1), entrants (col. 2), and total refugees and entrants (col. 3); the formula amounts which the population estimates yield (col. 4); and the proposed allocation amounts after allowing for the minimum amounts (col. 5).

These population estimates and proposed allocation amounts are intended to be as close to the final figures as was possible at the time they were developed. However, revisions may need to be made to reflect final adjustments in FY 1995 arrival data in some States.

V. Proposed Allocation Amounts

Funding will be contingent upon the submittal and approval of a State annual services plan that is developed on the basis of a local consultative process, as required by Sec. 400.11(b)(2) in the ORR regulations. The following amounts are proposed for allocation for refugee social services in FY 1996:

Table 1.--Estimated 3-Year Refugee/Entrant Populations of States Participating in the Refugee Program and

Proposed Social Service Formula Amounts and Allocations for FY 1996

State	Refugees	Total Entrants	Formula population	Proposed amount	Proposed allocation
	(1)	(2)	(3)	(4)	(5)
Alabama.....	618	62	680	\$125,354	\$125,354
Alaska <SUP>a.....	0	0	0	0	0

Arizona.....	3,575	416	3,991	735,715	735,715
Arkansas.....	317	5	322	59,359	100,000
California <SUP>b.....	78,045	947	78,992	14,561,671	14,561,671
Colorado.....	3,808	12	3,820	704,193	704,193
Connecticut.....	2,903	206	3,109	573,124	573,124
Delaware.....	89	5	94	17,328	75,000
Dist. of Columbia.....	1,753	10	1,763	324,998	324,998
Florida.....	13,823	32,158	45,961	8,476,304	8,476,304
Georgia.....	9,811	192	10,003	1,843,989	1,843,989
Hawaii.....	758	0	758	139,732	139,732
Idaho.....	1,086	4	1,090	200,935	200,935
Illinois.....	12,644	267	12,911	2,380,060	2,380,060
Indiana.....	1,140	12	1,152	212,364	212,364
Iowa.....	3,461	4	3,465	638,751	638,751
Kansas.....	2,112	11	2,123	391,362	391,362
Kentucky <SUP>c.....	2,301	164	2,465	454,407	454,407
Louisiana.....	2,030	217	2,247	414,220	414,220
Maine.....	724	1	725	133,649	133,649
Maryland.....	6,311	140	6,451	1,189,201	1,189,201
Massachusetts.....	10,009	164	10,173	1,875,328	1,875,328
Michigan.....	7,724	187	7,911	1,458,342	1,458,342
Minnesota.....	9,846	20	9,866	1,818,734	1,818,734

Mississippi.....	111	32	143	26,361	75,000
Missouri.....	4,998	22	5,020	925,405	925,405
Montana.....	182	0	182	33,551	75,000
Nebraska.....	1,847	6	1,853	341,589	341,589
Nevada <SUP>c.....	769	732	1,501	276,700	276,700
New Hampshire.....	686	1	687	126,644	126,644
New Jersey.....	6,369	1,150	7,519	1,386,080	1,386,080
New Mexico.....	948	889	1,837	338,639	338,639
New York.....	60,186	1,116	61,302	11,300,632	11,300,632
North Carolina.....	3,221	20	3,241	597,458	597,458
North Dakota.....	1,044	3	1,047	193,008	193,008
Ohio.....	5,094	20	5,114	942,733	942,733
Oklahoma.....	1,351	12	1,363	251,260	251,260
Oregon.....	5,149	273	5,422	999,511	999,511
Pennsylvania.....	9,762	132	9,894	1,823,896	1,823,896
Rhode Island.....	656	3	659	121,482	121,482
South Carolina.....	503	2	505	93,094	100,000
South Dakota.....	658	0	658	121,298	121,298
Tennessee.....	3,408	64	3,472	640,041	640,041
Texas.....	15,885	920	16,805	3,097,895	3,097,895
Utah.....	1,774	0	1,774	327,026	327,026
Vermont.....	720	0	720	132,727	132,727
Virginia.....	5,922	172	6,094	1,123,390	1,123,390

Washington.....	19,075	20	19,095	3,520,041	3,520,041
West Virginia.....	27	1	128	5,162	75,000
Wisconsin.....	5,096	13	5,109	941,812	941,812
Wyoming <SUP>a.....	0	0	0	0	0

Total.....	330,329	40,807	371,136	68,416,555	68,681,700

<SUP>a Alaska and Wyoming no longer participate in the Refugee Program.

<SUP>b A portion of the California allocation is expected to be awarded to continue a Wilson/Fish project in San

Diego.

<SUP>c The allocation for Kentucky and Nevada is expected to be awarded to continue a Wilson/Fish project.

VI. Paperwork Reduction Act

This notice does not create any reporting or recordkeeping requirements requiring OMB clearance.

(Catalog of Federal Domestic Assistance No. 93.566 Refugee Assistance--State Administered Programs)

Dated: April 29, 1996.

Lavinia Limon,

Director, Office of Refugee Resettlement.

[FR Doc. 96-11146 Filed 5-3-96; 8:45 am]

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MAY 22 1996

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUMTO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 20, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-13 TARGETED ASSISTANCE DISCRETIONARY PROGRAM ANNOUNCEMENT.

Refugee Coordinator Letter (RCL) 96-13 dated May 17, 1996 and received May 20, 1996 regarding the FFY'96 Targeted Assistance (TA) Discretionary Program Announcement from the Federal Office of Refugee Resettlement (ORR) and inviting counties to submit a proposal to the State in accordance with the Announcement.

As with prior year TA Discretionary Announcements, the state is the authorized applicant. For FFY 1996, the state will submit a TA Discretionary application which will encompass a group of regional proposals. The regional proposals can target one or more refugee groups and can be submitted to the state by a consortium of counties or a single county. The proposals must be submitted to the state by the appropriate County Refugee Coordinator(s).

The proposal should identify the specific needs which the proposed project services will address and must include demographic data on the target populations, and the organizational entities that will participate in planning the project and be involved in service delivery. The proposal should describe the organizational structure which will be in place at the regional level to oversee service delivery of each regional project. The theme of the proposals should express and be consistent with the federal objectives, i.e., target populations, specialized needs, etc.

Please note that counties planning to submit a proposal(s), shall advise the Refugee Programs Bureau (RPB) by May 24, 1996. A staff person will be assigned by the state to coordinate with the county. Counties should begin immediately to plan for developing project proposals which will be due to the RPB by June 30, 1996. To facilitate the development of your proposal, the RPB will develop a preprint guide to be used in submitting project proposals, and will hold two forums to discuss the enclosed notice which will be held on June 6 in Sacramento and June 7 in Orange. We will forward more details to you regarding the forums in a later letter.

If any refugee subcontractor is considering developing a proposal for the TA Discretionary funds, please provide the PIC with a draft of a summary of the proposal as soon as possible. The proposal will need to be submitted on behalf of the City and County of San Francisco; this will also avoid possible duplication of services if more than one proposal is being developed.

A complete copy of the ORR State Letter 96-03 which was faxed to the state and included with this RCL and is attached.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

RECEIVED MAY 20 1996



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

ORR State Letter

96-03

Date: May 15, 1996

TO: STATE REFUGEE COORDINATORS

FROM: Lavinia Limon
For Director *Lee*
Office of Refugee Resettlement

SUBJECT: Targeted Assistance Discretionary Awards

Attached is the FY 1996 Targeted Assistance Discretionary Program Announcement. Since States are the only potential applicants, this announcement is being mailed to State Coordinators and will not be published in the Federal Register.

The application deadline is July 15, which means that all applications have to be delivered or postmarked on or before that date, if hand-carried or mailed, in order to be considered eligible. Please see sections A-D on pages 16 and 17 of the Announcement for more detailed instructions.

We look forward to receiving your application.

Attachment.

Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement

Refugee Resettlement Program: Availability of Funding to States for FY 1996 Targeted Assistance Program (TAP) 20 % Discretionary Grants.

AGENCY: HHS, Administration for Children and Families, Office of Refugee Resettlement.

ACTION: Notice of availability of FY 1996 TAP 20% discretionary grants to States which receive TAP formula grants and to States which do not receive TAP formula grants for services to refugees.1

In addition to persons who meet all requirements of 45 CFR 400.43, "Requirements for documentation of refugee status," eligibility for targeted assistance includes: (1) Cuban and Haitian entrants, under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-422); (2) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. No. 100-202); and (3) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Pub. L. No. 100-461), 1990 (Pub. L. No. 101-167), and 1991 (Pub. L. No. 101-513). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise.

Refugees admitted to the U.S. under admissions numbers set aside for private-sector-initiative admissions are not eligible to be served under the targeted assistance program (or under other programs supported by Federal refugee funds) during their period of coverage under their sponsoring agency's agreement with the Department of State -- usually two years from their date of arrival or until they obtain permanent resident alien status, whichever comes first.

SUMMARY: This program announcement governs the availability of TAP funds and award procedures for \$10,879,400 in FY 1996 discretionary grants for services to refugees under the Refugee Resettlement Program (RRP). These grants, which will be awarded on a competitive basis, are for localities impacted by refugees. Provision of services to refugees is not limited to those refugees who have been in the country for fewer than five years.

Awards will be for one-year budget periods, although project periods may be for two years. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the project, and a determination that continued funding is in the best interest of the Government.

FOR FURTHER INFORMATION REGARDING THIS ANNOUNCEMENT, CONTACT Barbara Chesnik, Project Officer at (202) 401- 4558 for general information or for information regarding Competitive Areas 1, 2, and 3; please contact Kathy Do, Project Officer, at (202) 401-4579 for information regarding Competitive Area 4. You may address all correspondence to the contact person(s) as follows:

Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

AUTHORIZATION

Targeted assistance discretionary grants are awarded under the authority of section 412(c)(2) of the Immigration and Nationality Act (INA), as amended by the Refugee Assistance Extension Act of 1986 (Pub. L. No. 99-605), 8 U.S.C. 1522(c); section 501(a) of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-422), 8 U.S.C. 1522 note, insofar as it incorporates by reference with respect to Cuban and Haitian entrants the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above; section 584(c) of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. No. 100-202), insofar as it incorporates by reference with respect to certain Amerasians from Vietnam the authorities pertaining to assistance for refugees established by section 412(c)(2) of the INA, as cited above, including certain Amerasians from Vietnam who are U.S. citizens, as provided under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1989 (Pub. L. No. 100-461), 1990 (Pub. L. No. 101-167), and 1991 (Pub. L. No. 101-513).

BACKGROUND INFORMATION

The targeted assistance program reflects the requirements of section 412(c)(2) of the INA, which provides as follows:

(2)(A) The Director [of ORR] is authorized to make grants to States for assistance to counties and similar areas in the States where, because of factors such as unusually large refugee populations (including secondary migration), high refugee concentrations, and high use of public assistance by refugees, there exists and can be demonstrated a specific need for supplementation of available resources for services to refugees.

(B) Grants shall be made available under this paragraph -

(i) primarily for the purpose of facilitating refugee employment and achievement of self-sufficiency,

(ii) in a manner that does not supplant other refugee program funds and that assures that not less than 95 percent of the amount of the grant award is made available to the county or other local entity.

The Department's FY 1996 Appropriation (Pub.L. No. 104-134) provides \$402,172,000 for refugee and entrant assistance activities. The Conference Report (H.R. Rep. No. 104-537) on the FY 1996 appropriation provides \$55,397,000 for targeted assistance activities in the line-items and states that "[t]he conferees agree to the allocation of targeted assistance contained in the House Report 104-209." The FY 1996 House Committee on Appropriations Report (H.R. Rep. No. 104-209) directs that ORR award 20 percent of the targeted assistance funds "to communities with large concentrations of refugees whose cultural differences make assimilation especially difficult justifying a more intense and longer duration level of Federal assistance." Therefore, applications from all States will be considered.

In addition, the Office of Refugee Resettlement has available an additional \$5,000,000 in FY 1996 funds for the targeted assistance discretionary program through the Foreign Operations, Export Financing, and Related Programs Appropriations Act (Pub. L. No. 104-107). These funds are to augment the TAP discretionary program (formerly TAP 10%) for grants to localities most impacted by the influx of refugees such as Laotian Hmong, Cambodians and Soviet Pentecostals, and are included in this announcement.

SUPPLEMENTARY INFORMATION

Purpose and Scope

The scope of grants awarded under this announcement encompasses the purposes specified for TAP as described in the Background section above. To implement the purposes described in the Background section, the Director of ORR will make grants in the following areas:

Under this grant announcement, \$10,879,400 is available. The Department's FY 1996 appropriation makes \$11,079,400 available for TAP 20% discretionary grants, and \$6,679,400 of that amount is available under this announcement. The Foreign Operations, Export Financing, and Related Programs Appropriations Act makes \$5,000,000 available to augment the TAP Discretionary Program, and \$4,200,000 of that amount is available under this announcement. These funds will be awarded competitively.

The remaining TAP discretionary funds will be awarded under separate announcements. ORR has requested competing continuation applications from grantees who were initially funded in FY 1994 under the Targeted Assistance Discretionary Program Announcement (approximately \$4,400,000) and non-competing continuation applications from microenterprise grantees initially funded under the FY 1995 Targeted Assistance Discretionary Announcement (approximately \$800,000). The application process for these eligible applicants (current grantees) is treated separately and is not included in this announcement.

Eligible Applicants and Grantees

Pursuant to Section 412(c)(2)(A) of the INA, quoted above, States are the eligible recipients of TAP funds. Therefore, applications in all categories described herein are restricted to States or their representatives as described in a) and b) below. Applications will be considered from all States, regardless of whether any communities in the State qualify for funding under the formula TAP grant program.

On behalf of State governments the following may apply: a) those agencies of State governments which are responsible for the refugee program under 45 CFR 400.5; b) an agency which has State-wide responsibility for an alternative to the State-administered program in lieu of the State under a Wilson/Fish grant. The use of targeted assistance funds for services to Cuban and Haitian entrants is limited to States which have an approved State plan which includes the Cuban/Haitian Entrant Program (CHEP). See 45 CFR 400.318.

Eligible applicants may apply for an award on behalf of any impacted local area regardless of whether the area is currently receiving other TAP funds.

Organization of This Announcement

This program announcement consists of two parts:

Part I, Competitive Areas Under Which Grants Will Be Awarded, describes the four competitive areas under which ORR is requesting applications, as follows:

- 1) Grants for employment services and employment-related services enhancement (approximately \$6,000,000);
- 2) Cooperative agreement(s) for provision of technical assistance to employment projects (approximately \$400,000);
- 3) Cooperative agreement(s) for provision of technical assistance to English Language Training projects (approximately \$250,000);
- 4) Grants for self-sufficiency projects for enhancement services to offset the impact of large refugee families on local communities. (approximately \$4,200,000).

Each competitive area includes the following sections which provide area-specific information to be used to develop an application for ORR funds:

- A. Purpose and Availability of Funds
- B. Allowable Activities
- C. Review Criteria

Part II, General Application Information and Guidance, describes application procedures for Competitive Areas 1 through 4 and should be consulted in developing an application for any of the competitive areas. The available funding for these four categories is approximately \$10,879,400.

Part I COMPETITIVE AREAS UNDER WHICH GRANTS WILL BE AWARDED

COMPETITIVE AREA 1) EMPLOYMENT ENHANCEMENT PROJECTS

A. Purpose and Availability of Funding

The purpose of funding for grants in this Competitive Area is to encourage States to address special employment services needs which cannot be met with the formula social services or targeted assistance grants. States which anticipate a significant reduction in their 1997 formula allocation for

Targeted Assistance may wish to apply for funding under this section.

The objective of the activities proposed should be economic independence for refugees and refugee families. Projects may also focus on welfare avoidance as a project goal. Allowable activities could include any combination of activities designed to assist families to increase income and/or to avoid or to terminate public assistance. A few of the more common activities are listed below. Services should be linguistically and culturally appropriate and service providers should demonstrate staff capacity in this regard.

ORR is particularly interested in projects which propose to serve special refugee populations, particularly the elderly, Former Political Prisoners (FPPs), youth, and women, as well as projects that propose coalitions with empowerment zones and enterprise communities.

Approximately \$6 million is available for this competitive area. Twenty-five to thirty projects are expected to be funded with grants in amounts ranging from \$75,000 to \$500,000.

B. Allowable Activities

Applicants may propose all or some combination of the following, or may propose innovative strategies to address refugee employment and employment-related needs:

- o Job development, placement, and post-placement services, including job upgrades and re-employment;
- o On-the-job training and short-term skills training targeted to the local job market;
- o Occupational and vocational English language training, particularly in collaboration with specific employers and with their active participation; English language training (ELT) at sites of employment; ELT as part of an integrated employment program (e.g., one stop services); family literacy programs;
- o Training specific to the employment needs of an employer in the community. These activities must be jointly initiated with the employer and show employer contribution and commitment to employing the trainees;
- o Incentives for refugees to seek and maintain employment and to avoid welfare;
- o Post-placement services to help refugees sustain economic independence. Examples include supportive

services, such as transportation and interpreter assistance, to help refugees retain employment.

All services should be planned around the refugees' availability (e.g., evening hours or other times not in conflict with work shifts). Planning for services should proceed from the perspective of the families' economic needs.

C. Application Review Criteria

Each project proposal within a State's grant application will be rated and scored individually by an independent review panel using the criteria described below.

1. Description of targeted refugee population and its impact on the overall community.

The description of the target refugee population(s) includes their number, national origin, year of arrival, and other pertinent information. A comparison of the size of the target refugee population in relation to the size of the general population in the community is included. (20 points)

2. Quality, appropriateness, and anticipated impact of proposed services. Extent to which proposed activities are an effective approach in addressing the problem described.

The applicant has clearly described the services that will be provided and documented the extent to which other sources of funding, including TAP formula funds and other Federal, State, or local funding, are not sufficient and available to address the impact. The proposal adequately discusses how requested funds and proposed activities will relate to other funded services. (30 points)

3. Extent to which the expected outcomes and unit costs of the project are appropriate and reasonable in relation to the proposed activities and budget.

The applicant has clearly projected outcomes for the number of refugee active participants, number expected to enter employment, the expected average hourly wage at employment entry, the number of jobs with health benefits, and the number who are employed 90 days following employment entry. (35 points)

4. Reasonableness of budget proposed.

An estimated line-item budget and budget justification, including State and/or local government administration. (15 points)

COMPETITIVE AREA 2) TECHNICAL ASSISTANCE TO REFUGEE PROGRAM-
FUNDED EMPLOYMENT PROVIDERS

A. Purpose and Availability of Funds

The primary goal of refugee resettlement is to assist refugees to become economically self-sufficient. Efficient and effective employment services are critical to achieving this goal. In 1995, ORR held a series of conferences to foster sharing of information among employment services staff. To continue this initiative, ORR proposes to award from one to three cooperative agreements for technical assistance to be provided to refugee program-funded employment service providers in areas receiving TAP formula and/or discretionary funding. This technical assistance would be provided on a national or regional basis, for the following purposes:

1. In areas with large numbers of new arrivals and multiple employment services providers, to conduct on-site analysis of the employment services and to provide the technical assistance needed to improve outcomes for: staff training, effective inter-agency cooperation, increasing employer and/or refugee involvement in the design or delivery of services, or management and other issues which may improve performance.
2. To facilitate multi-site consultative and information sharing training sessions where similar agencies and/or agencies serving similar groups of refugees or working in similar employment environments can share experiences, conduct self-assessment and group assessment, and complete a blueprint for self-and agency improvement. The training sessions might include on-site peer group review of a project which requests technical assistance.
3. To provide training in basic employment services skills to newly hired or inexperienced staff, to agencies experiencing staff turnover, or to agencies which lack expertise in employment services or employment services for refugees.

Through cooperative agreements, ORR intends to be involved in the projects in the following areas: review and approval of the technical assistance plan, including the sites and invitees proposed; assistance in giving employment providers access to the grantee's services; review and approval of training curricula; review and approval of assessment tools used to evaluate technical assistance needs; and general review and approval of materials prepared for delivery of technical assistance.

Approximately \$400,000 has been allocated for this project. One grant may be awarded for one national project, or several grants of approximately \$125,000 each may be awarded for distinct regional projects.

ORR expects that State applicants will have identified an interested organization(s) qualified to provide technical assistance under this Competitive Area. Applicants are advised that provision of technical assistance to a grantee may only be made on a requested or voluntary basis.

B. Allowable Activities

Applicants may propose all or a combination of the following activities:

- o joint planning with ORR for the selection of sites;
- o analysis of employment services in two or more sites for the purpose of improving performance;
- o training for basic employment services skills to newly hired or inexperienced staff;
- o training and/or facilitation in developing strategies and techniques, such as:
 - service delivery to special groups, such as women, older refugees, or youth;
 - effective inter-agency coordination;
 - obtaining employer feedback in quality or design of services;
 - changing the employment service delivery mechanism, (e.g., to a one-stop center operated by a consortium of providers);
 - resolving program management issues to improve performance;
 - assessing clients' transferable job skills;
- o training and/or facilitation through on-site peer reviews, through multi-site information sharing and problem solving sessions, and/or through individual consultation.

C. Application Review Criteria

Each project proposal within a State's grant application will be rated individually by an independent review panel using the criteria described below. A separate score will be given to each project proposal within a State application.

1. Staff qualifications are clearly presented and are appropriate to achieving the project's goals.

Staff qualifications include demonstrated expertise in assisting refugees or low income ethnic minorities in obtaining employment, previous experience with the provision of technical assistance in the field of employment service, experience in cross-cultural communication, and knowledge of Federal grant requirements. (20 points)

2. The organization has demonstrated its capacity to achieve the project's objectives.

Organizational expertise and history in provision of employment services and/or in providing technical assistance to intermediary agencies is described, including provision of services or technical assistance to refugees. If appropriate, the State justifies subcontracting with an agency lacking prior experience with refugee employment. (25 points)

3. The technical plan is clearly described; activities and time-frames are reasonable, feasible and will achieve ORR's goals.

The technical plan describes proposed activities, how they will be accomplished, how the applicant will assess the needs for technical assistance in given communities, and why it proposes those communities. If the State proposes to contract for the services, the State's role in the project is adequately described. (25 points)

4. The budget is reasonable, clearly presented, sufficiently detailed, and cost effective. (15 points).

COMPETITIVE AREA 3) TECHNICAL ASSISTANCE TO ENGLISH LANGUAGE TRAINING (ELT) PROVIDERS

A. Purpose and Availability of Funds

In FY 1995, ORR funded several regional conferences to provide an opportunity for ELT service providers to share information

about programs for refugees, to provide information and guidance to ORR on current ELT needs, and to suggest solutions for challenges facing ELT refugee programs. Through this announcement, ORR proposes to continue this initiative by making a total of \$250,000 available for awarding from one to three cooperative agreements with States for provision of technical assistance in areas receiving TAP formula and/or discretionary funding. Technical assistance may be proposed for the following purposes:

1. to programs and/or teachers to design or improve employment-related ELT, curriculum and/or program development (e.g., work-site ELT, family literacy), and teaching strategies;
2. to provide training to ELT teachers in issues of cultural adjustment, learning disabilities, mental health, and diverse exposures to modern technologies. This might include training in identifying adjustment-related issues, in accommodating them in the classroom and/or seeking professional consultation, and in developing appropriate curricula.
3. to facilitate multi-site consultative and information sharing training sessions where similar agencies and/or agencies serving similar groups of refugees can share experiences. This might include a component designed to bring together ELT providers and employment specialists, as well as case managers, voluntary agency staff, and public health professionals, for the purpose of developing strategies for effective working relationships.

Through cooperative agreements, ORR intends to be involved in the project as follows: review and approval of 1) the technical assistance plan, including the sites and invitees proposed; 2) training areas and curricula; 3) assessment tools used to evaluate technical assistance needs; and, 4) general review and approval of materials prepared for delivery of technical assistance.

Applicants may propose technical assistance to be provided nationally or regionally (i.e., propose one or more areas, such as New England or the mid-Atlantic region). ORR expects that State applicants will have identified an interested organization(s) qualified to provide technical assistance under this Competitive Area.

B. Allowable Activities

Applicants may propose all or a combination of the activities described below, or may propose additional or innovative approaches for effective ELT services.

- o assessment of ELT technical assistance needs in communities;
- o organization and operation of multi-site or, in larger communities, multi-project training session(s) and facilitation sessions on identified technical assistance needs (e.g., adjustment-related issues in the classroom, using software programs in classroom instruction, or setting up work-site ELT, family literacy program);
- o provision of telephonic and written technical assistance to grantees as requested;
- o review of existing resources, preparation and distribution of materials relevant to identified technical assistance needs;
- o development of, or participation in the development of, employment-based ELT curricula;
- o facilitation of a network of providers to share information and resolve problems.

C. Application Review Criteria

1. Staff qualifications are clearly presented and are appropriate to achieving the project's goals.

Staff qualifications show experience in ELT services and in providing technical assistance in ELT and cross-cultural communication. (25 points)

2. The organization has demonstrated its capacity to achieve the project's objectives.

Organizational expertise and history in the provision of English language training and/or technical assistance to intermediary agencies is described, including services or technical assistance to refugees. If the applicant proposes to use a sub-agreement with an agency which does not have prior experience with refugees or ethnic minorities, the explanation as to how this may affect the project is satisfactory. (25 points);

3. The technical plan is clearly described; activities and time-frames are reasonable, feasible and will achieve ORR's goals.

The technical plan describes proposed activities and how they will be accomplished. The applicant describes

how the assessment of the needs for technical assistance in given communities will be accomplished, and the rationale for selecting those communities. If the applicant proposes to contract for the services, the applicant's role in the project is adequately described. (35 points)

4. The budget is reasonable, clearly presented, sufficiently detailed, and cost effective. (15 points)

COMPETITIVE AREA 4: SELF-SUFFICIENCY PROJECTS FOR ENHANCEMENT SERVICES TO OFFSET THE IMPACT OF LARGE REFUGEE FAMILIES ON LOCAL COMMUNITIES

A. Purpose and Availability of Funds

The purpose of this competitive area is to announce the availability of fiscal year 1996 funds to promote services which enhance the ability of large refugee families to gain increases in household incomes significantly above the poverty level, and to reduce or offset the impact of refugee populations on local communities in States most heavily impacted by the influx of Laotian Hmong, Cambodian or Soviet Pentecostal refugees. To be competitive under this section, States must demonstrate and document a significant impact on local communities by the presence of a very large number of refugees in one of these three populations. That number is expected to exceed 15,000 refugees for a State to be able to substantiate its evidence of local impact. States may also document a significantly high proportion of refugees in one of these three groups relative to the resident non-refugee population.

A State that intends to apply for funds must also present evidence in its application of the severity of the impact by this population on a local community, (e.g., on local school districts, community public health clinics, child care facilities, or family counseling services).

No State will be awarded more than \$3.5 million. The application should present a plan for the provision of employment and other services designed to assist refugee households in generating income and alleviating poverty. Funding decisions will be based on the quality of the plan and the evidence presented for likely success in achieving measurable goals, as well as on the determination of need in such areas as refugee impact on community services and documentation of refugee welfare dependency.

B. Allowable Activities

The types of projects which ORR may fund under this competitive area include, but are not limited to, the following:

- o Employment services, such as job development, placement, and post-placement services. Projects may target the non-primary wage earner of families in a coordinated strategy to achieve a combined family income in excess of the poverty level.
- o Services to assist refugees in the generation of income apart from employment, such as self-employment. Projects may include assistance in small business creation and expansion, business training and technical assistance, credit in the form of microloans, and the administrative costs of managing a microloan fund.
- o Occupational and vocational English language training, particularly in collaboration with specific employers and with their active participation. Projects may target refugees who have been particularly difficult to involve in self-sufficiency, such as those over age 50, refugee youth and non-primary wage earners in families.
- o Projects which enhance the relationships between refugee households and services whose role is to help people attain self-sufficiency, such as schools, school-to-work programs, and teen pregnancy/parenting programs, and youth at risk programs.
- o Community-based skill training, employer-based training or on-the-job training.

All services must be culturally and linguistically compatible and be planned around the refugees' ability to attend activities (e.g., evening hours or other times not in conflict with work shifts). Planning should proceed from the perspective of household economic needs.

C. Application Review Criteria

Applications for this competitive area will be reviewed and ranked against the following criteria:

1. Level, extent, and nature of the impact of Laotian Hmong, Cambodians and/or Soviet Pentecostal refugees on the State or local community targeted and description of the targeted population.

A description of the extent of the impact in the State and/or community for which the project is targeted.

For purposes of this competitive area only, and consistent with the purpose described above, discussions of impact must be limited to the impact of large populations of Laotian Hmong, Cambodians and Soviet Pentecostals. This impact statement must include a description of the target refugee population, including the numbers, national origins, and other pertinent information, and geographic location(s) for which funding is requested. It should also describe the extent to which refugees have significantly changed all aspects of community life, with implications for long-term adjustment. (40 points)

2. A description of purposes for which funding is proposed and the appropriateness of the project (design, policies and procedures) to the needs of the targeted community(s). A description of the activities proposed to address the impact. A State's application for this competitive area may be for more than one project, in which case each project should be discussed. Funding may be used for new projects or to expand existing projects. If funding is to be used to expand an existing project, discuss the outcomes to date of that project.

Projects which are expected to build new, or make use of existing, partnerships with other governmental or non-profit agencies should describe the partnerships, as well as the partner agencies and their qualifications for participation in this program (e.g., history of outcomes in similar programs). (20 points)

3. The extent to which the expected outcomes and unit costs of the project are appropriate and reasonable in relation to the proposed activities and budget. A description of expected project outcomes and the estimated unit costs of the services. This should focus on measurable outcomes, such as increases in household income, welfare grant terminations, etc., rather than on process outcomes, e.g., numbers of people to be served. (20 points)
4. Reasonableness of budget proposed. An estimated line-item budget and narrative justification, including State and/or local government administration. Where actual project budgets are not available, the application should provide broad line-item estimates based on existing projects, e.g. program administration costs, program services costs. (20 points)

The Director may award an amount less than the amount requested. In such cases, the applicant will be required to reduce the scope of the project to accommodate the amount of the award approved.

Part II. General Application Information and Guidance

A State may not budget or retain for State administration more than 5% of the grant award under this announcement. Where the State chooses to implement the projects by awarding funds through county governments, States and counties may each retain a maximum of 5% of the funds awarded for administration.

The Director may award more or less than the funds described for each Competitive Area, subject to the quality of the applications or other circumstances as may be deemed in the best interest of the government.

In making awards, the Director of ORR may award less for individual projects than the maximums shown above. No State is guaranteed an award.

Eligible applicants may apply for more than one project and may apply in more than one of the competitive areas as described above. A State should submit a full project application which represents a project the State anticipates funding.

Awards, on a competitive basis, will be for one-year budget periods, although project periods may be for 2 years. Applications for continuation grants funded under these awards beyond the one-year budget period, but within the 2 year project period, will be entertained in the subsequent year on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the Government.

A. Mailing Instructions

Once an application has been submitted, it is considered as final, and no additional materials will be accepted by ORR. An application with an original signature and two copies are required.

Applications, if mailed, should be addressed to: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., MS. 6C-462, Washington, DC 20447.

Applications, if hand delivered, should be taken to: Administration for Children and Families, Division of

Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street SW, Washington, DC, 20024.

B. Deadlines

The closing date for submission of applications is July 15, 1996. Applications postmarked after the closing date will be classified as late and will not be reviewed.

Applications shall be considered as meeting the deadline if they are either received on or before the deadline date or sent on or before the deadline date, and received by ACF in time for the independent review, to: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447. Attention: Application for ORR Targeted Assistance.

Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

Applications handcarried by applicants, applicant couriers or by overnight/express mail couriers shall be considered as meeting the deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, S.W., Washington, D.C. 20024, between Monday and Friday (excluding Federal holidays). (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

C. Late applications

Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

D. Extension of deadlines

ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, widespread disruption of the mails, or when it is anticipated that many of the applications will come from rural or remote areas. However, if

ACF does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicant.

E. Process for Review of Application

A State's application must include the following information for each separate project; and each separate project must be clearly identified, must begin and end on a page separate from every other project, and must include a separate SF 424.

The State's application will be separated into individual projects, and the projects will be reviewed and scored separately. Each project heading must contain a specific statement as to the competitive area under which the project is competing. Each separate project must have the name of the State in the project heading and the category under which it is to be considered. Where any of the above is not clear, the project will not be considered and will not be competed.

F. Application Length Limitations

Part IV of Standard Form (SF) 424, which is the project narrative of the application and the budget for each project within a State's application, may not exceed 25 pages (typewritten, single-sided, single or double-spaced on standard, letter-size paper). Each page should be numbered consecutively, beginning with the number 1. In the event that the narrative and budget exceed 25 pages, only the first 25 pages will be considered in the review process.

G. Application Submission: Forms, Certifications, Assurances, and Disclosure

1. Applications for financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information-- Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The instructions and forms required for submission of applications are included. The forms may be reproduced for use in submitting applications.

The two letter designation for the Targeted Assistance Discretionary Grants is "RD". On the face page of the SF 424, block #11, the applicant should identify each application accordingly: RD/CA1, RD/CA2, RD/CA3, RD/CA4. "CA" stands for "Competitive Area" and the numbers after "CA" correspond to the Competitive Area in this announcement for which the project is being submitted.

2. Applicants must provide the following certifications. Copies of the forms and assurances are located at the end of this announcement.

Certification regarding lobbying if your anticipated award exceeds \$100,000.

Certification regarding environmental tobacco smoke.

3. Applicants must make the appropriate certification of compliance with the following three items. In each, by signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications:

Certification regarding debarment, suspension, and other responsibility matters.

Certification of compliance with the Pro-Children Act of 1994.

Certification of their compliance with the Drug-Free Workplace Act of 1988.

4. SPOC Notification: This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, Intergovernmental Review of Department of Health and Human Services Program and Activities."

As of February, 1996, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions need take no action in regard to E.O. 12372:

Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, Washington, American Samoa, and Palau.

All remaining jurisdictions participate in the E.O. process and have established Single Points of Contact (SPOCs). Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them to the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of

contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8 (a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

A list of the Single Points of Contact for each State and Territory is included as Appendix A of this announcement.

H. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record keeping requirements in regulations, including program announcements. All information required by this is covered under the following OMB Approval Nos:

- o SF 424 OMB Clearance No. 0348-0043 Application for Federal Assistance Standard Form 424
- o SF 424A OMB Clearance No. 348-044 Budget Information
- o SF 424B OMB Clearance No. 0348-040 Assurances--Non Construction Programs
- o SF ORR-6 Revised 9/5/95 OMB Clearance No. 0970-0036. Quarterly Performance Report.

I. Applicable Regulations

Applicable HHS regulations will be provided to grantees upon award.

J. Reporting Requirements

Grantees are required to file Financial Status (SF-269) and Program Progress Reports on a quarterly basis. Funds issued under these awards must be accounted for and reported upon separately from all other grant activities.

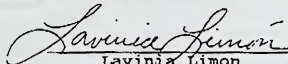
The official receipt point for all reports and correspondence is the Division of Discretionary Grants. The original copy of each report shall be submitted to the Grants Management Specialist, ACF, with a copy being sent simultaneously to the ORR Project Officer. The mailing address for both the Division of Discretionary Grants and the Office of Refugee Resettlement is: Aerospace Building, Sixth Floor, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

The final Financial and Program Progress Reports shall be due 90 days after the budget expiration date or termination of grant support.

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this announcement is 93.576.

5/15/96

Date



Lavinia Limon

Director

Office of Refugee Resettlement

TAP.23 (5/15/96)



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

L 96-10

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 29, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-10 INFORMATION REGARDING FEDERAL FISCAL YEAR (FFY) 1996 ALLOCATIONS.

Refugee Coordinator Letter (RCL) 96-10 dated May 23, 1996 and received May 28, 1996 providing information pertaining to the Refugee Employment Social Services (RESS) allocation for FFY 1996 and compilation of Targeted Assistance (TA) and RESS allocation assurances.

The new allocation methodology being implemented by the Refugee Programs Bureau (RPB) will eliminate the long process of entering into a contract with the state to use RESS and TA funds. After the local County Plan has been approved by the RPB, an allocation letter will be sent to the county which will allow expenditures to begin. The allocated amount will be based on the number of refugees in the county on aid who have been in the United States for 60 months or less. The number of persons on aid will be compiled by using June 1996 information obtained from a report generated by the Department Health and Human Services (HHS) using the Medi-Cal Eligibility data refugee tracking system.

This new process will require an updated Board of Supervisors Resolution letter designating authority to the PIC as the appropriate agency responsible for the preparation and submittal of the County Plan on behalf of the Board.

An addendum to the County Guidelines for RESS and TA which consists of assurances regarding the administration of the programs. Since the County Plan must be developed in accordance with these guidelines in order to be approved.

If you would like a complete copy of this RCL, please contact Greg Marutani at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 29, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-15 PRELIMINARY TARGETED ASSISTANCE (TA) ALLOCATIONS FOR FFY 1996.

Refugee Coordinator Letter (RCL) 96-15 dated May 20, 1996 and received May 23, 1996 regarding the the preliminary Targeted Assistance (TA) allocations for federal fiscal year 1996 as proposed by the Office of Refugee Resettlement (ORR). The allocations are based on five-year arrivals.

The TA amount for FFY'95 to San Francisco was \$284,521; the preliminary allocation for FFY'96 is \$667,378.80 or approximately 2.3 times this year's funding level for TA. The final allocation will be somewhat less than the preliminary amount as the RCL mentioned *"the allocations will be revised downward to adjust for Cuban arrivals."* We will let you know what the final dollar amount is as soon as we receive official word from either the ORR and/or state Refugee Programs Bureau (RPB).

If you would like a complete copy of this RCL, please contact Greg Marutani at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: MAY 29, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-16 ANNOUNCEMENT OF TARGETED ASSISTANCE DISCRETIONARY
GRANT FORUM MEETINGS.

Refugee Coordinator Letter (RCL) 96-16 dated May 23, 1996 and received May 28, 1996 announcing two scheduled meetings for the Targeted Assistance (TA) Discretionary Grant Forum meetings. They are as follows:

Location: Northern California
Date: June 7, 1996
Time: 10:00 a.m. to 3:30 p.m.
Place: OB 9 Auditorium
744 'P' Street
Sacramento, CA 95814

Southern California
June 6, 1996
10:00 a.m. to 3:30 p.m.
Staff Development Center
1928 South Grand, Room 116 - Bldg. A
Santa Ana, CA 92705

The meetings are for those agencies interested in submitting a proposal for the TA Discretionary funds.

If you would like a complete copy of this RCL, please contact Greg Marutani at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JUNE 4, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-18 PRELIMINARY REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)
ALLOCATIONS FOR FFY 1996.

Refugee Coordinator Letter (RCL) 96-18 dated May 30, 1996 and received June 3, 1996 announcing the preliminary Refugee Employment Social Services (RESS) allocations for federal fiscal year 1996. The preliminary numbers will be replaced by actual cases-aided numbers taken from the Medi-Cal System when they are available following receipt of the final RESS Notice from the Office of Refugee Resettlement (ORR).

The preliminary RESS amount for FFY'96 to San Francisco is \$494,735; the FFY 1995 amount was \$362,822. There is a notation on the table (attached) stating "*the allocations will be revised downward to adjust for Cuban arrivals.*" This is the same announcement made regarding the Targeted Assistance preliminary allocations published in RCL 96-15. We will let you know what the final dollar amount is as soon as we receive official word from either the ORR and/or state Refugee Programs Bureau (RPB).

RCL 96-18 also states "*All counties are cautioned that contracts with service providers based on this preliminary allocation notice should be made subject to the availability of federal funding.*"

If you would like a complete copy of this RCL, please contact Greg Marutani at the PIC.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

**PRELIMINARY REFUGEE EMPLOYMENT SOCIAL SERVICES ALLOCATIONS
FEDERAL FISCAL YEAR 1996**

\$ 12,149,360.68				Proposed FFY96 Allocation w/out State Admin Based on Aid < 60 Mo. 1/		Total County Administrative Costs @ 15% Maximum		Remainder for Services	
County	Refugees On Aid < 60 Mo.	Refugees On Aid <60 Mo. Percentage							
Alameda	4,834	5.78%	\$	702,570.90	\$	105,385.63	\$	597,185.27	
Contra Costa	1,334	1.60%	\$	193,882.83	\$	29,082.43	\$	164,800.40	
Fresno	5,619	6.72%	\$	816,662.37	\$	122,499.35	\$	694,163.02	
Los Angeles	20,142	24.10%	\$	2,927,427.21	\$	439,114.08	\$	2,488,313.13	
Merced	1,757	2.10%	\$	255,361.42	\$	38,304.21	\$	217,057.21	
Orange	17,333	20.73%	\$	2,519,168.70	\$	377,875.31	\$	2,141,293.39	
Sacramento	10,445	12.50%	\$	1,518,070.56	\$	227,710.58	\$	1,290,359.98	
San Bernardino	466	0.56%	\$	67,728.18	\$	10,159.23	\$	57,568.95	
San Diego	9,001	10.77%	\$	1,308,200.39	\$	196,230.06	\$	1,111,970.33	
San Francisco	3,404	4.07%	\$	494,735.49	\$	74,210.32	\$	420,525.17	
San Joaquin	1,958	2.34%	\$	284,574.64	\$	42,686.20	\$	241,888.44	
Santa Clara	6,313	7.55%	\$	917,527.95	\$	137,629.19	\$	779,898.76	
Stanislaus	987	1.18%	\$	143,450.04	\$	21,517.51	\$	121,932.53	
TOTALS	83,593	100%	\$	12,149,360.68	\$	1,822,404.10	\$	10,326,956.58	
			State Admin.	\$	2,000,000.00	Co Admin.	\$	1,822,404.10	
			Total Alloc.	\$	14,149,360.68	Total Co. Allocation	\$	12,149,360.68	

1/ The total allocation was reduced by \$180,000, which is the approximate amount of the Wilson-Fish projects, and by the percentage of last year's reduction of approximately 1.6%.

The preliminary amounts will be revised downward to adjust for Cuban arrivals.

**NOTE: This is only a preliminary notice. The number of refugees on aid for the final allocation will be taken from the Medi-Cal Refugee Tracking System.
Any county contract based on this preliminary allocation will be subject to federal funding.**

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: SPECIAL MEETING OF THE STATE ADVISORY COUNCIL.

DATE: JUNE 5, 1996

Today our office received a letter dated May 28, 1996 from Robert Barton, Chief of the Refugee Programs Bureau, announcing a meeting of the State Advisory Council (SAC) on Refugee Assistance and Services will be conducting a public input forum and discussion on matters affecting the Refugee Resettlement Program in California. The Refugee State Coordinator and staff from the Refugee Programs Bureau (RPB) will be in attendance. The meeting will be held on Thursday, June 13, 1996, from 1:30 p.m. to 4:30 pm at 433 Jefferson Street, Oakland, California.

The focus of the input session is to acquire the information and understanding necessary to develop program, system and administrative changes that will improve delivery of services and benefits to all refugees in California. Everyone is invited to attend the meeting and present their views on issues facing the Refugee Resettlement Program. Recommendations for resolving the issues or concerns would be appreciated, but not required.

In his letter to the Refugee County Coordinators, Mr. Barton asks that anyone planning to attend the forum to call Mr. Al Martinez at (916) 654-3003 to let him know who will be attending the forum. Questions regarding the forum should also be addressed to Mr. Martinez.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JUNE 18, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-17 QUESTIONS AND ANSWERS REGARDING COMPLETION OF RS 50 —
REFUGEE SERVICES PROGRAM EMPLOYMENT AND OTHER SERVICES REPORT.

Refugee Coordinator Letter (RCL) 96-17 dated June 14, 1996 and received June 17, 1996 deals with information about questions that have been frequently asked regarding the completion of the RS 50 — Refugee Services Program Employment and Other Services Report.

While the RS 50 is completed by the MIS staff of the PIC, the data for the MIS reports is collected from the "Refugee Programs Status Change and Termination Record" (PIC 3A), which is completed by all refugee subcontractors for each participant enrolled in their program. It is imperative that all refugee subcontractors provide accurate information in a timely manner to the MIS. For your information, a complete copy of this RCL is attached.

If you have any questions regarding this RCL, please direct them to Clara Wong, MIS Manager of the PIC. Her telephone number is (415) 931-7460 ext. 328.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



June 14, 1996

REFUGEE COORDINATOR LETTER 96-17

To: County Refugee Coordinators

The purpose of this letter is to provide you with information about questions that have been frequently asked regarding the completion of the RS 50 - Refugee Services Program Employment and Other Services Report. They are as follows:

QUESTION:

Are GAIN temporary deferrals and exemptions and persons being sanctioned to be included in the count for Part A., Item 1., Total Caseload for Employment Services?

ANSWER:

Yes, Part A., Item 1. is to include persons who are determined eligible for Employment Services but are temporarily unable to participate in employment services activities due to deferral, exemption, sanction, or placement on a waiting list for services. Remember, this category also includes persons who are actively participating in services.

QUESTION:

How is a participant counted when placed simultaneously in two part-time jobs where the total hours worked per week equal or exceed 35 hours? Should it be counted as a full-time or part-time placement?

ANSWER:

If a participant is placed simultaneously into two part-time jobs and the hours worked add up to or exceed 35 hours per week, then the placement is to be counted as a full-time job placement.

REFUGEE COORDINATOR LETTER 96-17
County Refugee Coordinators
Page Two

QUESTION:

If a participant was originally placed in a part-time job and then obtained a full-time job in the same quarter, can the full-time placement be counted?

ANSWER:

If a county has counted a person as a part-time job entry in one quarter and the participant obtains full-time employment in the same quarter, as a result of additional work with the participant, the county can count the full-time placement but not the part-time placement.

QUESTION:

If a participant was originally placed in a part-time job in one quarter and obtained a full-time job in another quarter, can they both be counted?

ANSWER:

Yes, the full-time placement can be counted because it occurred in a different quarter.

QUESTION:

Based on the two examples above, the question has been raised from which placement does the clock start for tracking employed on the 90th day.

ANSWER:

Please keep in mind that "employed on the 90th day" is only a measure of continued participation in the labor market, not retention of a specific job. Therefore, where there have been multiple placements, the date of the first employment entry is the start date for calculating the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. However, an individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

QUESTION:

If a participant was placed in a job, but is unemployed on the 90th day and continues to receive employment services, can counties count the second job placement which occurred after the 90th day and in a different quarter?

ANSWER:

Yes, subsequent placements can be counted.

QUESTION:

If a participant, as a result of a job entry, has a grant reduction during the first month of the quarter and a grant termination on the third month of the quarter, how are these recorded on the RS 50?

ANSWER:

The county should count the grant termination, as it has the strongest impact for the given quarter.

QUESTION:

If a county has a participant for whom they have counted a grant reduction in one quarter, and then in a future quarter the participant has terminated from cash assistance, can they count the termination?

ANSWER:

Yes, the termination can be counted if it occurred in a different quarter.

QUESTION:

What is the definition of an English Language Training (ELT) completion?

ANSWER:

An ELT completion is when the participant completes a competency based curriculum course in English as defined by the county and includes a post-test which the participant has passed. A ELT completion can be counted when the participant advances from one ELT level to another.

QUESTION:

Clarify who fills out Part C: Indirect Employment Services, Case Management category.

REFUGEE COORDINATOR LETTER 96-17
County Refugee Coordinators
Page Four

ANSWER:

Counties who have funded Central Intake Units or Case Management staff will report the number of persons for whom assessments, employability plans have been developed, and referrals to training have been made under Item 6 (total active participants this quarter). Counties who do not have Central Intake Units or Case Management staff and have the providers of employment services develop assessments and employability plans will also record the activities in this section.

QUESTION:

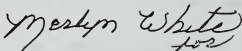
Some counties fund newsletters, television programs, and newspapers under Extreme and Unusual types of activities. How do they report these types of activities?

ANSWER:

On a separate sheet, provide a brief description of the activity, including the purpose and expected outcome (results of the activity), and the number of persons you expect to reach. Submit this to your State Program Analyst with your copy of the RS 50 for the quarter.

If you have any questions, please contact Al Martinez, Chief, Refugee Policy and Systems Section at (916) 654-3003.

Sincerely,


Robert A. Barton, Chief
Refugee Programs Bureau

c: Gayle Smith



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of PUBLIC MEETING
of the
* REFUGEE COMMITTEE

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6/20/96

Refugee Committee

DATE:	Thursday, June 20, 1996
TIME:	1:30 - 3:30 P.M.
LOCATION:	Auditorium Community College District Office 33 Gough Street

Agenda

1. Adoption of agenda.
2. Approval of minutes for the Committee's August 3, 1995 meeting (enclosed).
3. Update on State Monitoring Visit of Refugee Services in San Francisco
4. Discussion of Staff Recommendations for:
 - A. Draft County Plan for Federal Fiscal Year 1996
 - B. Request For Proposal
5. Public testimony on non-agenda items.



Issued June 14, 1996

If you require special accommodation due to a disability, please call Roberta Fazande at 931-7460 or TDD 749-3117 at least 72 hours in advance

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and Country exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS

DATE: JUNE 5, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ISSUES FOR THE JUNE 20 MEETING OF THE REFUGEE COMMITTEE MEETING

A meeting of the Refugee Committee has been set for Thursday, June 20 in the auditorium at the Community College located 33 Gough Street. It is scheduled to begin at 1:30 p.m. and conclude at 3:30 p.m. There are several very important items which will be presented and discussed at this meeting.

COUNTY PLAN

The Refugee Programs Bureau (RPB) has developed a new process and design for the new Federal Fiscal Year (FFY) 1996 County Plan. On the positive side, the new design seems to be simpler and easier to modify when needed. It will be a more "readable" document. On the downside, a new one will have to be developed and reviewed by the Refugee Committee at the June 20 meeting. Revisions to that draft specifically the target populations, analysis of the labor market, and services to refugee women will need to be discussed in detail and made to the draft FFY '96 County Plan so it can be completed and submitted to the RPB on Friday, June 28 as it is due in that office by Sunday, June 30.

The PIC will need to obtain an updated Board of Supervisors Resolution letter designating authority to the PIC as the appropriate agency responsible for the preparation and submittal of the County Plan on behalf of the Board.

PROVIDING SERVICES TO REFUGEE CASH ASSISTANCE (RCA) CLIENTS WITHIN 30 DAYS

One of the major changes in the refugee guidelines made by the Congress was all RCA clients must be served within 30 days of receipt of aid. While the RPB was able to approve the San Francisco County Plan which included service to other refugees on aid as well as offer a variety of components to meet and serve the refugee's needs, beginning October 1996, San Francisco's County Plan will need to assure that all RCA clients will be served within 30 days before it can consider serving refugees on other forms of public assistance.

TITLE XX SERVICES

Beginning October 1, 1996, the information and referral services provided through Title XX funds will no longer be handled by the local Department of Social Services (DSS). Instead these funds will be handled by the PIC. This year, International Institute (II) has the contract with DSS as it has for a number of years. The amount for this year's contract is \$38,000. These dollars are used to provide translation, interpretation, and other social services for refugee families and children. These funds are used to provide 1.6 staff positions and serves Cambodians, Russians, Vietnamese/Chinese.

The Refugee Committee will need to decide if these services need to be funded separately or if they can be provided through other sources, such as the current refugee subcontractors. The Committee's decision will impact the County Plan as well as the Request For Proposal.

REQUEST FOR PROPOSAL

The PIC may have to issue an RFP.

1. The federal refugee regulations require English Language Training (ELT) be provided concurrently with all employment or other employment-related services components (i.e., Employment Services, Vocational Training, and On-the-Job Training) offered by the County. This was not a requirement in last year's RFP and is not a part of all the subcontracts for this year.
2. Depending on the recommendation of the Refugee Committee on the Title XX funds, this may need to be included in the RFP.
3. Increased dollars in both the preliminary allocations for Targeted Assistance (TA) and Refugee Employment Social Services (RESS) may require us to issue a new RFP.

As soon as possible, the PIC staff will be sending you its draft of the Refugee County Plan as well as recommendations related to the issues mentioned in this memo. Because of the tight time line, the PIC staff recommendations are to serve only as a point of reference; a discussion among the Committee members and the refugee subcontractors will provide an opportunity to explore possible options to the PIC staff recommendations.

Please bring this memo and the material that will be sent to you in the next week, to the June 20 meeting. Please call either Greg Marutani or Joyce Crum of the PIC staff to discuss any questions you may have about this memo or the material you receive prior to the June 20 meeting.

cc: Refugee Subcontractors
PIC Staff
Ernie Lynch, RPB



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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TO: REFUGEE COMMITTEE MEMBERS

DATE: JUNE 13, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ISSUES AND RECOMMENDATIONS FOR THE JUNE 20 MEETING.

Based on the information currently available from the refugee State Programs Bureau (RPB) to the PIC staff, and reviewing the materials issued by the State through the Refugee Coordinator Letters (RCLs), staff has attempted to identify the major issues that the Refugee Committee will need to address and make its recommendations to the full Council, the Board of Supervisors, and the Mayor.

Items that will need to be updated in the draft County Plan for 1996

1. Mandatory Services to Refugee Cash Assistance (RCA) Refugees

While the Refugee Committee has attempted to provide the widest range of permissible services, especially in the area of employment training, to the large number of eligible refugees, including those receiving Aid to Family with Dependent Children (AFDC) and General Assistance (GA), the final rules adopted by the Office of Refugee Resettlement (ORR) requires that RCA clients must receive services within 30 days of receipt of aid.

This was one of the major issues raised in a monitoring visit by representative of the Refugee Programs Bureau (RPB) from the State of the County.

Staff recommends that the FFY 1996 County Plan state that RCA clients will receive priority and only when that list is exhausted will services to other eligible refugees be offered.

2. Identification of Target Population Needs

Below is a chart showing the percent of service to refugees for FFY 1995 and the proposed percent for FFY 1996 based on the actual number of refugees seen by the Central Intake Point (CIP) for the period June 1, 1995 through May 31, 1996. This is the same methodology that has been used to determine the level of service to refugees based on country of origin for the past several years.

Country of Origin	1995 %	1996 %
Former Soviet Union	66.7%	64.3%
Southeast Asia	17.6%	17.4%
East Europe	7.6%	11.0%
Near East	4.5%	2.0%
Latin America	2.7%	5.3%
Africa	0.9%	0.0%
Total	100.0%	100.0%

Staff recommends adopting these percentages for the FFY 1996 County Plan.

3. Labor Market Analysis

Listed below are the occupations that have been selected based on an analysis of current regional employment trends, employer surveys, and the recently completed 1995 Occupational Outlook prepared by the PIC in cooperation with the Labor Market Information Division (LMID) of the Employment Development Department (EDD) to be appropriate for refugee employment in San Francisco:

- | | | |
|-------------------------|----------------------------|--------------------------------------|
| * Security Guards | * Hotel Desk Clerks | * Home Health Care Workers |
| * Medical Assistants | * Food Preparation Workers | * Receptionists & Information Clerks |
| * Janitors and Cleaners | * Waiters & Waitresses | * Shipping & Receiving Clerks |
| * Cashiers | * Dental Assistants | * Salespersons, Retail |

The above list represents the major areas identified through the labor market analysis conducted by the PIC. Proponents responding to the Request For Proposal will be asked to target occupations in which skilled labor demand exceeds supply and for any local industry with a high potential for sustained growth. Proponents will be requested to justify and substantiate their choices of occupations in the narrative portion of their proposal.

Staff recommends adopting this information for the FFY 1996 County Plan.

4. Equal Opportunity for Refugee Women

The final rules and regulations adopted by the Office of Refugee Resettlement (ORR) requires each County Plan to assure that refugee women have equal opportunity to participate in refugee service programs and be placed in employment. In San Francisco, the level of service to refugee women for FFY 1994 was 45% and in FFY 1995 it was 48%.

Staff recommends adopting this information for the FFY 1996 County Plan.

5. Changes to the Mutual Assistance Association (MAA) Incentive-type Program

In the past, it was permissible to use a portion of the Refugee Employment Social Services (RESS) funds to provide MAA Incentive type services which included information and referral services, outreach services, social adjustment services, emergency services, health-related services, home management services, translation and interpreter services, and Title XX type services. The service provider was only required to report the number of contacts it had with a refugee for the various services offered by the service provider.

Beginning October 1, 1996, the service provider will be required to enroll a refugee, provide services, and report outcomes, such as placement, retention, etc. just like the employment service providers. This will apply to Title XX type services as well.

Staff recommends continuing this service in the FFY 1996 County Plan.

6. Title XX

Funding for Title XX type services was discontinued on October 1, 1995. The local Department of Social Services (DSS) administered these special services through a subcontract with International Institute (II) for the past several years; the present Title XX subcontract between DSS and II will end September 30, 1996. Attachment 1 extracts some information from the current subcontract between DSS and II. No additional funding has been provided to the counties to continue Title XX type services.

Title XX type services will have to be reported in the same format as other refugee employment service providers, again requiring enrollment and reporting outcomes.

Staff is not recommending Title XX type services be included in the FFY 1996 County Plan.

Because of some of the items cited earlier in this memo and, because of a sizable increase in the funding for FFY 1996, staff is recommending a new RFP be issued as soon as possible. Last year's schedule is shown below with tentative dates being recommended for issuing the FFY 1996 RFP.

SCHEDULE	1995	1996
PIC issues RFP.....	June 26	July 10
Proposals due at the PIC.....	July 21	Aug. 2
Staff recommendations sent to Committee and appropriate parties.....	July 28	Aug. 13
Public testimony taken by Committee.....	Aug. 3	Aug. 20
Resolution to Board of Supervisors.....	Aug. 4	Aug. 26
Committee of the Board of Supervisors hearing.....	Aug. 15	Sept. 11
Board of Supervisors approves Committee Recommendations.....	Aug. 22	Sept. 16
Mayor approves Refugee Committee recommendations.....	Sept. 12	Sept. 16
Council approves Refugee Committee recommendations.....	Sept. 12	Sept. 9
Refugee programs begin.....	Oct. 1	Oct. 1

The schedule provides for approximately the same amount of time between major events listed on the schedule. Some adjustment to this schedule may be necessary to coincide with the meeting dates of the Board of Supervisors and its Committees, as well as the Mayor.

When the RFP was issued last year it included a statement that "*Subcontracts may be extended if performance criteria established by the PIC are met or exceeded.*" The funding increase in the the RESS and TA preliminary allocations which will be adjusted downward for Cuban/Haitian arrivals as stated in the RCLs announcing these dollar levels

	1995	1996*	Increase
RESS Allocation	\$341,394	\$494,735	45%
<u>TA Allocation</u>	<u>\$284,521</u>	<u>\$667,378</u>	<u>135%</u>
Total	\$625,915	\$1,162,113	86%

* Preliminary allocations which will be adjusted downward based on Cuban/Haitian arrivals.

With a preliminary increase in available funds of nearly 85%, and to provide for revisions to the present County Plan to accommodate the specific issues for the FFY draft 1996 County Plan for San Francisco, staff is recommending an RFP be issued as soon as possible; that it incorporate the appropriate items recommended by the Refugee Committee; that it allow for the broadest range of services possible, but stipulate that RCA clients will receive priority services and no other eligible refugee population will be served unless the RCA list is exhausted at that time; that those subcontracts may be extended if the performance criteria established by the PIC and meets the requirements of the RPB and/or ORR.

We realize there are several major issues which must be addressed by the Refugee Committee at its Thursday, June 20 meeting scheduled from 1:30 to 3:30 p.m. at the auditorium of the Community College located at 33 Gough Street. It will be important to start on time to discuss each of the issues as well as take public testimony which will be crucial for the members of the Refugee Committee to reach a decision on each of the items. Please call either Greg Marutani or Joyce Crum if you have any questions.

cc: Refugee Subcontractors
Patrick Duterte, DSS
Ernie Lynch, RPB
PIC Staff

understand the situation, select his own method of problem-solving, identify a feasible goal and explore alternative modes of behavior. Such counseling shall not include mental health.

Follow-up

Activity by contractor staff to determine the results of a referral or some other planned activity.

Outreach

Development and dissemination of information to make the community aware of the information and referral services available to refugees.

Eligibility and Number of Clients

Services to be provided to all persons who request those services provided by the Contractor under this Contract in order to obtain assistance in identifying and gaining access to resources which can best meet their needs. These services to be provided without regard to income or eligibility for other public assistance programs.

Referral

Making known to a responsible person at a human service agency that an individual desires or requires the services of that agency, together with such acts as may be required to assist the individual to avail himself of the resource.

Translation/Interpretation

The converting of English or from English into another language necessary documents, letters or service discussion.

Preventive Services

Designed to assist clients in resolving issues before they become more serious.

Other

Other service activities appropriate to the service plan.

TITLE XX SERVICES PROVIDED BY INTERNATIONAL INSTITUTE

The following information are extracts from the current contract between the
San Francisco Department of Social Services and International Institute

This constellation of services is designed to assist clients toward achieving or maintaining economic self-support, social and economic self-sufficiency.

Information and Referral

Those activities provided which enable persons to have accurate and current knowledge about available public health problems and which provide short-term help to enable persons to identify and gain access to resources appropriate to their needs. This services is available to all refugees without regard to income.

Social Services

Information covering the broad spectrum of available public and private resources including use of the latest, up-to-date resource directories.

Economic Assistance

Information on available programs in the City including descriptions of programs, application procedures and location of offices.

Aging Problems

Information on available programs and assistance to persons over 60 years of age or others calling on their behalf.

Health Problems

Use of the latest, up-to-date health resource guides and other information provided by appropriate public and private health agencies to aid in identifying and providing the assistance needed to address health-related needs. In non emergency but urgent situations requiring transportation for medical recipients to a site where assistance can be obtained every avenue for finding a person or agency to provide the transportation necessary should be explored before accompanying the individual on public transportation, counseling or therapy or private automobile. This will **not** include health-related transportation as referred to in State regulation Division 30-052.

Education

Informational resources for learning English and for developing training skills for employment.

Employment and Technical Assistance

Referral to agencies or persons who can provide assistance in obtaining employment. Supplying technical knowledge to make resources available and assist recipients to perform tasks which would otherwise be beyond the recipients' knowledge (i.e., interpreting regulations, filling out forms, etc.)

Advocacy/Mediation

Direct interaction between contractor staff and a third person or organization on behalf of the recipient in which the contractor staff represents the recipient's interest.

Consultation

Interaction between contract staff and a third party in which either's expertise is sought by the other.

Coordination

Interaction between contract staff and two or more parties on the recipient's behalf in order to integrate their activities in solving a specific problem.

Counseling

Interaction between contract staff, the recipient and others to assist the recipient to analyze and better

7.20

0/96 Draft
Refugee Comm.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
**DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING**
JUNE 20, 1996

DOCUMENTS DEPT.

JUL 31 1996

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Jack Fitzpatrick, Lisa Chanoff, Margi Dunlap, Mary Edington, Ann Lazarus, Louella, Lee, Rosemary Lee, Bryan McGowan, Billy Ray, Robert Rubin.

Meeting was convened at 1:40 p.m.

Motion to approve the Planning Committee minutes of the March 29, 1996 meeting.

Moved by Margi Dunlap and seconded by Lisa Chanoff

Ayes: Lisa Chanoff, Margi Dunlap, Mary Edington, Ann Lazarus, Louella, Lee, Rosemary Lee, Bryan McGowan, Billy Ray, Robert Rubin

Nays: None

Abstentions: None

Motion to accept PIC staff recommendations for revisions to the draft 1996 Refugee County Plan which must be submitted by June 28, 1996 to the State. Adjust the Africa percent to 1%;

Ayes: Lisa Chanoff, Mary Edington, Ann Lazarus, Louella, Lee, Rosemary Lee, Bryan McGowan, Billy Ray

Nays: None

Abstentions: Margi Dunlap, Robert Rubin

Motion to amend #6 to include Title XX-type Services in the County Plan and Request For Proposal

Moved by Bryan McGowan and seconded by Ann Lazarus

Ayes: Lisa Chanoff, Mary Edington, Ann Lazarus, Louella, Lee, Rosemary Lee, Bryan McGowan,

Nays: None

Abstentions: Margi Dunlap, Billy Ray, Robert Rubin

The amendment was voted on and passed first then the main motion was voted on and passed

The meeting was adjourned at 3:30 p.m.



JUN 27 1996

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUMTO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JUNE 25, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-19 FISCAL YEAR (FY) 1996 COMMUNITY AND FAMILY STRENGTHENING
SOCIAL SERVICES DISCRETIONARY GRANT ANNOUNCEMENT.

Refugee Coordinator Letter (RCL) 96-19 dated June 20, 1996 and received June 24, 1996 announced the Office of Refugee Resettlement (ORR) FY 1996 Community and Family Strengthening Social Services Discretionary Grant Announcement published in State Letter #96-04 on June 7, 1996. Some highlights of the announcement are:

1. The closing date for submission of applications under this announcement is August 2, 1996;
2. This program announcement governs the availability of approximately \$1.5 million in FY 1996 Social Services Discretionary grants;
3. Applications for funding under this announcement must be submitted directly to ORR;
4. The California Department of Social Services (CDSS) will not be applying directly for funds under this announcement; and
5. This announcement strongly encourages partnerships and coalitions in the delivery of services.

According to State Letter #96-04 "While employment and economic independence continue to be ORR's primary concern and the focus of the formula social services and targeted assistance funding, this announcement provides an opportunity for local organizations to request funding for activities which supplement and complement employment-related services by strengthening refugee families and communities." It goes on to state "This announcement is intended to encourage service planners and providers to consider the various unmet needs of refugee families and communities relative to existing services, the capacity of the service-providing network, and ultimately the community's capacity to continue the activity without additional ORR resources beyond the three year project period of this announcement."

A complete copy of the ORR State Letter 96-04 is included with this memorandum.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

ORR State Letter

96-04

Date: June 7, 1996

TO: STATE REFUGEE COORDINATORS
VOLUNTARY AGENCIES
OTHER INTERESTED PARTIES

FROM: Anna Mary Portz *AM Portz*
Program Manager
Division of Community Resettlement
Office of Refugee Resettlement

SUBJECT: FY 1996 Community and Family Strengthening Social
Services Discretionary Grant Announcement

This is to transmit to you one of ORR'S FY 1996 discretionary announcements which was published in the Federal Register of Monday, June 3, 1996. ORR invites your assistance to get the word to all interested applicants. We appreciate your help in this effort.

Attachment

4184-01P
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families

Request for applications for Fiscal Year 1996 Community and Family Strengthening Discretionary Social Service Grants Program

AGENCY: Office of Refugee Resettlement (ORR), ACF, DHHS.

ACTION: Request for applications to support projects under the Office of Refugee Resettlement's Fiscal Year 1996 Community and Family Strengthening Discretionary Social Service Grants Program for services to refugees. 1

SUMMARY: This program announcement governs the availability of and award procedures for approximately \$1,500,000 in FY 1996 Social Services discretionary grants. The Office of Refugee Resettlement (ORR) will accept competing applications for grants pursuant to the Director's discretionary authority under section 412(c)(1) of the Immigration and Nationality Act (INA), as amended by section 311 of the Refugee Act of 1980 (Pub. L. No. 96-212), 8 U.S.C. 1522(c); section 501(a) of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-422), 8 U.S.C. 1522 note, insofar as it incorporates by reference with respect to Cuban and Haitian entrants the authorities pertaining to assistance for refugees established by section 412(c) of the INA, as cited above; and the Refugee Assistance Extension Act of 1986 (Pub. L. No. 99-605).

1 In addition to persons who meet all requirements of 45 CFR 400.43, eligibility for refugee social services also includes: (1) Cuban and Haitian entrants, under section 501 of the Refugee Education Assistance Act of 1980 (Pub. L. No. 96-422); (2) certain Amerasians from Vietnam who are admitted to the U.S. as immigrants under section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988, as included in the FY 1988 Continuing Resolution (Pub. L. No. 100-202); and (3) certain Amerasians from Vietnam, including U.S. citizens, under title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1989 (Pub. L. No. 100-461), 1990 (Pub. L. No. 101-167) and 1991 (Pub. L. No. 101-513). For convenience, the term "refugee" is used in this notice to encompass all such eligible persons unless the specific context indicates otherwise.

Applications may request a project period of up to three years, with an initial budget period of one year. Where awards are for multiple year project periods, applications for continuation grants will be entertained in subsequent years on a non-competitive basis, subject to availability of funds, successful progress of the project, and ACF's determination that this would be in the best interest of the government. This announcement contains forms and instructions for submitting an application.

CLOSING DATE: The closing dates for submission of applications is August 2, 1996. Applications postmarked after the closing date will be classified as late and will not be considered in the current competition.

FOR FURTHER INFORMATION REGARDING THIS ANNOUNCEMENT, CONTACT: Anna Mary Portz, Project Officer, telephone (202) 401-1196, or E-mail at aportz@dhhs.acf.gov. You may address correspondence to the contact person as follows:

Office of Refugee Resettlement
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

SUPPLEMENTARY INFORMATION:

Legislative Authority - Section 412(c)(1)(A) of the INA authorizes the Director "to make grants to, and enter into contracts with, public or private nonprofit agencies for projects specifically designed -- (i) to assist refugees in obtaining the skills which are necessary for economic self-sufficiency, including projects for job training, employment services, day care, professional refresher training, and other recertification services; (ii) to provide training in English where necessary (regardless of whether the refugees are employed or receiving cash or other assistance); and (iii) to provide where specific needs have been shown and recognized by the Director, health (including mental health) services, social services, educational and other services."

Eligible Applicants - Eligible applicants are States and other public or private, nonprofit organizations and institutions. Current CFS grantees may participate in coalition applications under this announcement but are discouraged from being the lead applicant.

Availability of Funds - Approximately \$1.5 million will be awarded in FY 1996. Individual grants are expected to range from \$80,000 to \$250,000 per budget period. The Director reserves the right to award less, or more, than the funds described, in the absence of worthy applications, or under such other circumstances as may be deemed to be in the best interest of the government. Applicants may be required to reduce the scope of selected projects to accommodate the amount of the grant award approved.

Length of Application - Applicants are encouraged to limit project descriptions (Part IV of the application for each component) to 20 pages (typewritten, double spaced on standard, letter-size paper) plus no more than 20 pages of appended material. This limitation of 20 pages per component should be considered as a maximum, and not necessarily a goal to be achieved.

Cost-Sharing Requirement - In applications making provision for cost-sharing funds, applicants will be held accountable for commitments of non-Federal resources. Failure to provide required cost-sharing resources may result in disallowance of Federal funds and/or cancellation of future budget periods.

BACKGROUND: Community and Family Strengthening.

As with all programs funded by appropriations pursuant to the Refugee Act, services may be provided only to refugees (see definition in footnote 1, above) and may not be provided to refugees who have become citizens (except for those Amerasians listed in footnote 1). Further, the intent of this announcement is to target primarily refugees who have arrived within the last five years and give special consideration to the needs of refugees who have experienced long stays in overseas camps. Therefore, applicants are advised to consider the needs of recently arrived families and of their communities in responding to the particulars of this announcement.

Many American communities with high concentrations of refugees also experience urban sprawl, increased specialization of services, and a diversity of local services and providers. These considerations have increased the need for better communication and cooperation among agencies in order to enhance program effectiveness, provide services that meet the current needs of the refugee population, and avoid duplication or fragmentation of services. These large communities have experienced a broad range of social and economic problems among some refugee populations, particularly with regard to refugee women, youth, elderly, and in those sectors characterized by a high incidence of crime, violence, and neighborhood deterioration.

Most newly arriving refugees join family members already residing in the larger community. This concentration has the potential for a highly supportive environment for new arrivals. Human service systems tend to be strong in these areas. The larger communities are also environments in which resources can be organized through refugee mutual assistance associations (MAAs), as well as other refugee community religious and social services organizations, to support and expand the economic and social infrastructure of the community. Conversely, in some areas, a mix of ethnic groups among arrivals also contributes to reduced capacity for local self-help activity in each ethnic community of newcomers.

While employment and economic independence continue to be ORR's primary concern and the focus of the formula social services and targeted assistance funding, this announcement provides an opportunity for local organizations to request funding for activities which supplement and complement employment-related services by strengthening refugee families and communities.

Coalitions

Local organizations, which have not already done so, are encouraged to build coalitions for the purpose of applying under this announcement. The activities funded by these grants are intended to serve as a catalyst to bring the community together to address the economic and social problems of refugee families and the refugee community. The goal in all cases should be to build and strengthen the community's capacity to serve its members in improving the quality of life and standard of living for refugee families. While activities proposed do not have to be directly employment related, applicants should be guided by the overarching goal of improving the economic condition of refugee families and of gearing them to adjust socially and economically to their new country and their new communities.

This announcement strongly encourages partnerships or consortia of three or more eligible organizations to submit joint applications for grants. In each application, one organization must be clearly identified as the grant recipient (grantee) with primary administrative and fiscal responsibilities. Applications from consortia which do not clearly specify which organization will serve as grantee cannot be considered. In all cases the applicant must demonstrate that wherever potential partners for collaboration exist, the applicant, at a minimum, has planned the proposed activities in collaboration with these potential partners, whether they are in the refugee services provider community of organizations and institutions or in mainstream services organizations, e.g., adult basic education providers, senior citizens organizations, women's shelters. Consultation might also include the Mayor's office, school parent-teacher groups, local police departments, and other mainstream community service organizations.

This announcement is intended to encourage service planners and providers to consider the various unmet needs of refugee families and communities relative to existing services, the capacity of the service-providing network, and ultimately the community's capacity to continue the activity without additional ORR resources beyond the three year project period of this announcement. Long-range viability may depend on: linkages to activities funded by other sources, the availability of expertise in the community, the relatedness of proposed activities to existing activities, the willingness of the community to participate actively in assuring the success of the activity -- including volunteer commitment, and the likelihood of tangible results.

The scoring in the review criteria is heavily weighted to encourage coalition projects. To receive maximum consideration, the applicant should represent a coalition of a minimum of three participating organizations in the local project area.

Service compatability

Applicants also are more likely to be successful in obtaining a grant if they describe the refugee community, family, and service capacity concerns under consideration. It should be clear how the proposed activity fits into the existing network of services; how it responds to the particular needs of families in that community or to a broader need of the community of families; who is committed to do what in order to accomplish this goal; and what the goal or expected outcome of the activity is.

The process of coalition-building is key to strengthening cooperation and coordination among the local service providers, community leaders, Mutual Assistance Associations, voluntary agencies, churches, and other public and private organizations involved in refugee resettlement and/or community service. ORR intends that this process will be part of local efforts to build strategic partnerships among these groups to expand their capacity to serve the social and economic needs of refugees and to give support and direction to ethnic communities facing problems in economic independence and social adjustment.

In all cases, regardless of the nature of the organization proposed to provide services or conduct activities funded under this announcement, the services/activities must be conducted by staff linguistically and culturally compatible with the refugee families or communities to be served. In addition, the applicant must describe how proposed providers will have access to the families and to the community to be served.

Where the application represents a coalition of providers, the applicant should include in the application package a signed partnership agreement which includes a commitment or statement of intent to commit resources from the prospective partner(s) contingent upon receipt of ORR funds. The agreement should state how the partnership arrangement relates to the objectives of the project. The applicant should also include: supporting documentation identifying the resources, experience, and expertise of the partner(s); evidence that the partner(s) has been involved in the planning of the project; and a discussion of the role of the partner(s) in the implementation and conduct of the project. In this context, ORR is defining partnership as a formal negotiated arrangement among organizations that provides for substantive collaborative roles for each of the partners in the planning and conduct of the project.

All applicants should demonstrate existing refugee community support for their agency and their proposed project. If the

applicant works in an area where no other organizations work with refugees, and a coalition with other organizations is not possible, this should be explained and documented.

Applicants and their partners should provide evidence that their governing bodies, boards of directors, or advisory bodies are representative of the refugee communities being served, and have both male and female representation.

Because funding under this program announcement is limited, applicants are urged to plan for the use of these funds in conjunction with other Federal, State, and private funds available to assist the target populations and to carry out similar programs and activities (cost-sharing). In subsequent year continuation applications, the grantee will be asked to document receipt of non-Federal funds from other sources. The requirement will be not less than 20% of the full budget for the second year award, and 40% for the third year award. For example, if the original budget is \$150,000, the federal share for that year may be 100%. The second year the federal award might be \$120,000 and the grantee would be required to provide at a minimum cost-sharing of 20% of the full budget, or in the amount of \$30,000 cash or in-kind support. The third year federal award might be \$90,000 and the grantee would be required to provide cost-sharing of 40% of the full budget. Only in unusual circumstances will the Director of ORR entertain a request from the grantee to reduce or waive the cost-sharing requirement which may be determined to be in the best interest of the government.

ALLOWABLE SERVICES/ACTIVITIES FOR COMMUNITY SUPPORT GRANTS:

ORR will consider applications for services which an applicant justifies, based on an analysis of service needs and available resources, as necessary to address the social and economic problems of refugee families and of the refugee community.

The specific services proposed may be as diverse as the communities themselves. Some examples follow which are not intended to be a comprehensive list but are intended to stimulate planning and community discussion. The examples do not include the more traditional employment and English language services for which the States predominantly contract with the formula social services and targeted assistance funds - not because these services are discouraged or disallowed under this announcement, but because repetition here is not necessary. It will be the task of the local planning processes to determine what is needed to address the economic and social adjustment needs of families and the community and to make the case for what is being proposed in the application. Activities and services proposed should be planned in conjunction with existing services and should supplement and complement these services. Special attention

should be given in the planning process to the services available to all citizens, including community institutions which serve the elderly, youth and special needs populations.

Non-Allowable Activities:

Funds will not be awarded to applicants who propose to engage in activities of a distinctly political nature or which are designed primarily to promote the preservation of cultural heritage, or which have an international objective. ORR supports refugee community efforts to preserve cultural heritage, but believes these are activities which communities should conduct without recourse to ORR resources.

SOME EXAMPLES OF ALLOWABLE ACTIVITIES:

Orientation and Community Education

- Activities designed to inform the refugee community about issues essential to effective participation in the new society.
- Classes in parenting skills, including information about U.S. cultural and legal issues, e.g., related to corporal punishment, generational conflict, and child abuse.
- Orientation and assistance to parents in connecting with the school system and other local community organizations.
- Information services on health care: information on access to health care for the uninsured, on health insurance, on health maintenance organizations, on the importance of preventive health, and on available universal coverage services, e.g., immunizations.

Specialized English Language Training

- Specialized classes for specific industries in conjunction with employers.
- Specialized classes for groups outside the regular classes, e.g., homebound women, elderly. Use of volunteers is encouraged. Accessibility of site and time is important.

Leadership Training

- Potential participants should be involved in designing the training. Activities might include community organizing, fund raising, non-profit management, other needs identified by potential participants.

Mentoring Programs

- Pairing participant individuals or families with community

volunteers. Programs should target refugees who are not otherwise receiving core services, and mentoring should target needs they identify.

Peer Support Groups

- Assisting subgroups to form a common bond for resolution of peer-specific problems. The purposes are to solve individual, family, and community problems with the support of peers and to solve common problems through group action.

Citizenship Education

- Education and training designed to prepare refugees to become citizens.

Combating Violence in Families

- Information and training against domestic violence, child abuse, sexual harassment and coercion, roles of men and women in U.S. culture, techniques for protection. Bilingual staff for women's shelters.

Crime Prevention/Victimization

- Activities designed to improve relations between refugees and the law enforcement communities: a) public service officers or community liaisons; b) neighborhood storefronts and/or watch programs; c) refugee business watch program; d) cross cultural training for the law enforcement community (police departments, court system, mediation/dispute resolution centers).

Note: Law enforcement activities, such as hiring sworn police officers (except those who are public service officers or community liaison officers), fingerprinting, incarceration, etc., are outside the scope of allowable services under the Refugee Act and will not be considered for funding. Other unallowable activities are those limited to, or principally focused on, parole counseling, court advocacy, and child protection services.

Refugee Community Centers

- Developing and operating community centers for delivering services to refugee individuals and families. Centers may also be used for recreation, information and referral services and community gatherings. (Costs related to construction or renovation will not be considered, nor will costs for food or beverages).

Community Organizing

- Communities might be organized for housing cooperatives, for youth activities, for services to elderly, for volunteer mentoring services, for crime prevention.

The above are only examples of services. They are not intended to limit potential applicants in community planning.

These examples are listed and generically described without regard to the population to be served. It will be necessary in the application to describe more specifically the target population. For example, one activity might be appropriately designed to serve only homebound women. Another might be designed for teen-agers and their parents. Another might be for elderly. Some might be targeted for all members of the family. Applications should correlate a planned activity with specific target audiences and discuss the relationship between the proposed activities and the target population.

APPLICATION CONTENT AND REVIEW CRITERIA:

Application Content

A. Need and Scope

Applicants should submit a detailed profile of the target community or communities to include the following:

- Refugee Community: A description by geographic area or ethnic group of the refugee community to be served, including numbers, ethnicity, welfare utilization pattern, number of refugee families in the community, family characteristics, and an assessment of attitudes of the refugees and the general community toward each other.
- Target Population: Applicants must submit a profile of the specific target population to be served. The applicant must describe the target population, reflecting ethnicity, age makeup, and length of time in the United States. All discrete refugee target populations may be considered. A target population may include, but is not limited to: an ethnic group, refugee families, women, youth, older workers, two-parent families on public assistance, or the aged. The applicant must provide justification for the selection of the target population.

Include a description of the problem(s) which the applicant/coalition has identified and for which funds are being requested, and a broad overview of the refugee resettlement picture in the community in which the applicant is proposing to conduct activities.

The applicant shall describe the existing service delivery sys-

tems(s) and existing community networks and explain how the activities proposed complement and do not supplant existing services.

B. Strategy and Program Design

Project design must include representatives of the target population. For example, a project designed to assist single mothers needs to be designed in consultation with single mothers. Input by the target population is viewed as particularly important.

The description of strategy and program design should also include:

- the proposed strategy for addressing the needs identified for the target population.
- the activities proposed to be funded under this grant application, including locations proposed for services, time of service vis-a-vis normal workday, and any special cultural considerations.
- Identification of projected performance outcomes and proposed milestones measuring progress, as appropriate to the services proposed by the end of the first budget period and over the entire requested project period. While ORR recognizes that in many family and community services outcomes may be difficult to quantify, ORR encourages applicants, to the extent possible, to develop innovative quantifiable measures related to the desired outcomes for purposes of monitoring and project assessment.
- The extent to which the award is projected to be augmented or supplemented by other funding during and beyond (i.e. in the second and any subsequent year of) the grant period, or can be integrated into other existing service systems.

C. Capability Statement

A list of the organizations participating in the applicant coalition, a clear statement of which agency will serve as grantee in the event of an award, a description of the role of each member of the coalition in the project's proposed activities, and a memorandum detailing collaboration signed by all parties must be submitted.

Applications representing coalitions of local organizations shall describe the nature of the agreement among collaborating agencies

and include a copy of a signed agreement attesting to a common understanding of how the partners will relate to each other administratively and programmatically in carrying out the proposed activities under the grant. Document resources, experience, and expertise. In addition, proposed linkages with other refugee/entrant service agencies and/or organizations, and with human service agencies should be detailed.

The applicant shall discuss the gender balance and constituent representation of the board members of the participating organizations or of the proposed project's advisory board.

The applicant shall describe how this project will gain access to the target population and ensure that services are linguistically and culturally appropriate.

The applicant shall describe the administrative and management features of the project. The administrative description should detail each of the following:

- Qualifications of the applicant organization and any partners.
- A description of the applicant's plan for fiscal and programmatic management of each activity, including proposed start-up time, ongoing timelines, major milestones or benchmarks, a component/project organization chart, and a staffing chart.
- A description of information collection (participant and outcome data) and monitoring proposed.

D. Budget and Funding

- Budget, by line item, with narrative justification.
- A description of how the need for the ORR funding requested will be phased out over the life of the project and a description of the cost-sharing plan for any subsequent budget periods (e.g. how other resources will be leveraged to maintain the full budget during the overall project period of the ORR grant).

Criteria for Evaluating Grant Applications

Each application will be rated individually on the following:

A. Need and Scope (25 points)

- Profile of refugee community and target population. Clarity of description and soundness of rationale for selection of targeted community or population.

- Adequacy and quality of data provided and quality of the analysis of data provided in the application.
- Clarity and comprehensiveness of needs identification and problem statement and of the description of the local context in which grant activities are proposed.
- Comprehensiveness of description of existing services and community network and explanation of how the proposed services complement what is already in place.
- Evidence of consultation with target population.

B. Proposed Strategy and Program Design (25 points)

- Soundness of strategy and program design for meeting identified needs.
- The quality of the outcomes proposed and the component's potential for achieving the outcomes within the grant's project period. The potential of the project to have a positive impact on the quality of the lives of refugee families and communities.
- Adequate detail in the description of linkages with other providers and roles of collaborating agencies in project implementation.
- Extent to which the need described is expected to be met and/or to which the services will be augmented, supplemented, or integrated with existing services.

C. Applicant/Coalition Capability (30 points)

- Validity and reasonableness of the proposed coalition arrangement to perform the proposed activities. Commitment of coalition partners in implementing the activities as demonstrated by letters or the language of the signed agreement among participants. (Where no potential coalition partners are documented to be available, the applicant will not be penalized under this criteria. The applicant shall still describe any consultation efforts undertaken and its consultation with the refugee community.)
- Experience of the applicant/coalition in performing the proposed services.
- Adequacy of gender balance and constituent representatives of board members of participant organizations or of the proposed project's advisory board.

- Adequacy of assurance that proposed services will be linguistically and culturally appropriate to the target population.
- Qualifications of the individual organization staff and any volunteers.

D. BUDGET AND FINANCIAL MANAGEMENT (20 points)

- Reasonableness of budget in relation to the proposed activities and anticipated results.
- Adequacy of proposed monitoring and information collection.
- Realistic plan for the continuation of services with a phase-out of ORR grant funding over the multi-year project period. Extent to which the application makes provision for cost-sharing (e.g. leveraging ORR funds with non-Federal funds or in-kind support) to maintain the full budget during the overall project. If available, the value of such leveraged funds or in-kind support and any preliminary commitments.

Total: 100 points

General Procedure for Competitive Review of Applications

Applicants will be reviewed competitively and scored by an independent review panel of experts in accordance with ACF grants policy and the criteria stated below. The results of the independent review panel scores and explanatory comments will assist the Director of ORR in considering competing applications. Reviewers' scores will weigh heavily in funding decisions but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by the reviewers. However, during the federal assessment process, lead applicants who are current recipients of Community and Family Strengthening funds in these areas may receive less consideration than new lead applicants. Highly ranked applications are not guaranteed funding since other factors are taken into consideration, including: comments of reviewers and of ACF/ORR officials; previous program performance of applicants; compliance with grant terms under previous DHHS grants; audit reports; and investigative reports. Final funding decisions will be made by the Director of ORR.

**Application Preparation and Submission
Availability of Forms**

Attachments contain all of the standard forms necessary for the application for awards under this announcement. Further, copies of the Federal Register containing this announcement are

available at most local libraries and Congressional District Offices for reproduction. If copies are not available at these sources, they may be obtained by writing or telephoning the following office:

Office of Refugee Resettlement
370 L'Enfant Promenade S.W.
Washington, D.C. 20447
Telephone: (202) 401-1196

Forms, Certifications, Assurances, and Disclosure

1. Applications for financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The instructions and forms required for submission of applications are included. The forms may be reproduced for use in submitting applications. An application with an original signature and two copies is required.

2. Applicants must provide the following certifications. Copies of the forms and assurances are located at the end of this announcement.

Certification regarding lobbying if your anticipated award exceeds \$100,000.

Certification regarding environmental tobacco smoke.

3. Applicants must make the appropriate certification of compliance with the following three items. In each, by signing and submitting the applications, applicants are providing the certification and need not mail back the certification with the applications.

Certification regarding debarment, suspension, and other responsibility matters.

Certification of compliance with the Pro-Children Act of 1994.

Certification of their compliance with the Drug-Free Workplace Act of 1988.

4. (a) Deadline: Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent review to: U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, 370 L'Enfant Promenade, S.W., Mail Stop 6C-462, Washington, D.C. 20447, Attention: Application for New Community

and Family Strengthening

Applicants are cautioned to request a legibly dated U.S. Postal Service postmark or to obtain a legibly dated receipt from a commercial carrier or U.S. Postal Service. Private Metered postmarks shall not be acceptable as proof of timely mailing.

Applications handcarried by applicants, applicant couriers, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., at the U.S. Department of Health and Human Services, Administration for Children and Families, Division of Discretionary Grants, ACF Mailroom, 2nd Floor Loading Dock, Aerospace Center, 901 D Street, S.W., Washington, D.C. 20024, between Monday and Friday (excluding Federal holidays). (Applicants are cautioned that express/overnight mail services do not always deliver as agreed.)

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

- b. Late applications: Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.
- c. Extension of deadlines: ACF may extend the deadline for all applicants because of acts of God such as floods, hurricanes, etc., widespread disruption of the mails, or when it is anticipated that many of the applications will come from rural or remote areas. However, if the granting agency does not extend the deadline for all applicants, it may not waive or extend the deadline for any applicants.
- d. Once an application has been submitted, it is considered as final and no additional materials will be accepted by ACF.

Non-Profits Status

Applicants other than public agencies must provide evidence of their nonprofit status with their applications. Any of the following is acceptable evidence: 1) a copy of the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organizations described in section 501 (c) (3) of the IRS Code; or 2) a copy of the currently valid IRS

tax exemption certificate.

INTERGOVERNMENTAL REVIEW:

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."

As of February, 1996, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions need take no action in regard to E.O. 12372:

Alaska, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Virginia, Washington, American Samoa, and Palau.

All remaining jurisdictions participate in the E.O. process and have established Single Points of Contact (SPOCs). A list of the Single Points of Contact for each State and Territory is included as Appendix A of this announcement.

Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them to the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8 (a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations.

Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule. When comments are submitted directly to ACF, they should be addressed to:

Department of Health and Human Services
Administration for Children and Families
Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447.

H. Paperwork Reduction Act of 1995

Under the Paperwork Reduction Act of 1995, Pub. Law 104-13, the Department is required to submit to the Office of Management and Budget (OMB) for review and approval any reporting and record

keeping requirements in regulations, including program announcements. All information required by this is covered under the following OMB Approval Nos:

- o SF 424 (OMB Clearance No. 0348-0043) Application for Federal Assistance.
- o SF 424A (OMB Clearance No. 0348-044) Budget Information.
- o SF 424B (OMB Clearance No. 0348-040) Assurances--Non Construction Programs.
- o SF ORR-6 (Revised 9/05/95; OMB Clearance No. 0970-0036) Quarterly Performance Report.

I. Applicable Regulations

Applicable HHS regulations will be provided to grantees upon award.

J. Reporting Requirements

Grantees are required to file Financial Status (SF-269) semi-annually and Program Progress Reports on a quarterly basis. Funds issued under these awards must be accounted for and reported upon separately from all other grant activities.

Although ORR does not expect the proposed components/projects to include evaluation activities, it does expect grantees to maintain adequate records to track and report on project outcomes and expenditures by budget line item.

The official receipt point for all reports and correspondence is the Division of Discretionary Grants. The original copy of each report shall be submitted to the Grants Management Specialist, ACF, with a copy being sent simultaneously to the ORR Project Officer. The mailing address for both the Division of Discretionary Grants and the Office of Refugee Resettlement is: Aerospace Building, Sixth Floor, 370 L'Enfant Promenade, S.W., Washington, D.C. 20447.

The final Financial and Program Progress Reports shall be due 90 days after the budget expiration date or termination of grant support.

The Catalog of Federal Domestic Assistance (CFDA) number assigned to this announcement is 93.576.

5/28/96
Date /

as published Federal Register 6/3/96
Lavinia Limon, Director
Office of Refugee Resettlement

Previous Editions Not Usable

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a - 6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:
23. Remarks	

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A,B,C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A,B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary
Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j — Show the amount of indirect cost.

Line 6k — Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

PROGRAM NARRATIVE STATEMENT

A. New Applications

1. Objectives and need for assistance. Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for the assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.
2. Results or Benefits Expected. Identify results and benefits to be derived. The anticipated contribution to policy, practice, theory and/or research should be indicated.
3. Approach. Outline a plan of action pertaining to the scope and detail how the proposed work will be accomplished for each project. Cite factors which might accelerate or decelerate the work and your reasons for taking this approach as opposed to others. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements. Provide for each assistance program quantitative projections of the accomplishments to be achieved, if possible. When ~~accomplishments~~ cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and their target dates. Identify the kinds of data to be collected and maintained, and discuss the criteria to be used to evaluate the results and success of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved. List each organization, cooperator, consultant, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.
4. Geographic Location. Give a precise location of the project and area to be served by the proposed project. Maps or other graphic aids may be attached.
5. If applicable, provide the following information: for research and demonstration assistance requests, present a biographical sketch of the program director with the following information: Name, address, telephone number, background, and other qualifying experience for the project. Also, list the name, training and background for other key personnel engaged in the project. Describe the relationship between this project and other work planned, anticipated, or underway under Federal assistance.

FINANCIAL STATUS REPORT

(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency		OMB Approval No. 0348-0039	Page	of
3. Recipient Organization (Name and complete address, including ZIP code)						
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Funding/Grant Period (See instructions) From (Month, Day, Year)		To: (Month, Day, Year)		8. Period Covered by this Report From: (Month, Day, Year)		To: (Month, Day, Year)
10. Transactions:		I Previously Reported		II This Period		III Cumulative
a. Total outlays						
b. Refunds, rebates, etc.						
c. Program income used in accordance with the deduction alternative						
d. Net outlays (Line a, less the sum of lines b and c)						
Recipient's share of net outlays, consisting of:						
e. Third party (in-kind) contributions						
f. Other Federal awards authorized to be used to match this award						
g. Program income used in accordance with the matching or cost sharing alternative						
h. All other recipient outlays not shown on lines e, f or g						
i. Total recipient share of net outlays (Sum of lines e, f, g and h)						
j. Federal share of net outlays (line d less line i)						
k. Total unliquidated obligations						
l. Recipient's share of unliquidated obligations						
m. Federal share of unliquidated obligations						
n. Total federal share (sum of lines j and m)						
o. Total federal funds authorized for this funding period						
p. Unobligated balance of federal funds (Line o minus line n)						
Program income, consisting of:						
q. Discouraged program income shown on lines c and/or g above						
r. Discouraged program income using the addition alternative						
s. Undisbursed program income						
t. Total program income realized (Sum of lines q, r and s)						
11. Indirect Expenses		a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined		<input type="checkbox"/> Final <input type="checkbox"/> Fixed		
		b. Rate		c. Base		d. Total Amount
						e. Federal Share
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award instrument.						
Typed or Printed Name and Title				Telephone (Area code, number and extension)		
Signature of Authorized Certifying Official				Date Report Submitted		



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Entant Promenade, S.W.
Washington, D.C. 20447

DEBARMENT CERTIFICATION

The new assistance debarment regulation (53 Federal Register 19200) became effective October 1, 1988. It requires a certification from all applicants for grants or cooperative agreements.

The signature of the Certifying Representative on the application form, in most cases, will fulfill the certification requirements. However, for you to better understand the requirements of this certification, enclosed are definitions extracted from 45 CFR Part 76. Also attached is the certification and instructions that applicants must obtain from subgrantees and certain contractors.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and -

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Grant No. _____

Signature

Date

Definitions

(From 45 CFR Part 76, Governmentwide
Debarment and Suspension (Nonprocurement))

Covered transaction. For purposes of these regulations, a covered transaction is a primary covered transaction or a lower tier covered transaction. Covered transactions at any tier need not involve the transfer of Federal funds.

(i) Primary covered transaction. Except as noted in paragraph (a) (2) of this section, a primary covered transaction is any nonprocurement transaction between an agency and a person, regardless of type, including: grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements and any other nonprocurement transactions between a Federal agency and a person. Primary covered transactions also include those transactions specially designated by the U.S. Department of Housing and Urban Development in such agency's regulations governing debarment and suspension.

(ii) Lower tier covered transaction. A lower tier covered transaction is:

(A) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.

(B) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. Section 2304 (g) and 41 U.S.C. Section 253 (g) (currently \$25,000) under a primary covered transaction.

(C) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are:

- (1) Principal investigators.
- (2) Providers of federally-required audit services.
- (3) Researchers.

Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when HHS determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the HHS agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.

Suspension. An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended."

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

ADDIT
0348-004

0348-004

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
(attach Continuation Sheet(s) SF-LLL-A if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other: specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind: specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: <div style="height: 100px; border: 1px solid black;"></div>		
(attach Continuation Sheet(s) SF-LLL-A if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be referred to the Congress, semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$101,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____		Date: _____
Federal Use Only:		

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

Organization

Authorized Signature

Date

Title

Grant Number

✓

U.S. Department of Health and Human Services

Certification Regarding Drug-Free Workplace Requirements

Grantees Other Than Individuals

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and, (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and, (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

✓

Certification Regarding Lobbying

Certification for CONTRACTS, GRANTS, LOANS,
and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

MAY 1995

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DISCRETIONARY APPLICATIONS PREPARATION TIPS

The following information was received during a November 5, 1994 presentation by the federal Office of Refugee Resettlement (ORR). The purpose of the presentation was to provide guidance to agencies and individuals preparing discretionary grant project narratives.

STEP 1: DECIDING WHETHER TO SUBMIT A PROJECT NARRATIVE

Everybody wants grant funds and it is hard to tell your supervisor or board that a specific announcement is not right for your agency. However, preparing a project narrative is costly in time and you need to determine will it be worth while to do so. In making this decision, consider the following:

1. Read the announcement carefully to identify what ORR is looking for? What ORR is asking for in the announcement may not coincide with what you would like to do.
2. Determine if your organization has the competencies and capacity to perform the activities specified.
3. Determine if the services your organization wants to provide are allowed under the announcement. Non-allowable services will not be funded.
4. Identify and consider any limitations which the announcement requirements would place on your organization and the services you would like to provide.
5. Compare the services you would like to provide against the evaluation criteria. Determine how your agency's suggested project service activities might "stack-up" against the criteria.
6. Consider how the competitive field would affect your agency's chances to be funded.

STEP 2 - WRITING THE PROJECT NARRATIVE

Once a decision is made to submit a project narrative, the following guidance should be considered when preparing the project narrative:

1. The reviewers' evaluations are the first and most important evaluation the narrative will receive. Therefore, write the project narrative with reviewers and the evaluation criteria in mind.

2. Make the reviewer's work easy by presenting material in a logical sequence. The narrative content should follow the evaluation criteria sequentially and provide all of the information requested for each criterion. If the narrative does not follow the criteria, the reviewers have to look through the narrative for the data. This may easily lead to an important piece of information being overlooked.
3. When describing local conditions, remember that reviewers may know about refugees in general but they do not necessarily know specifically about your local area. Therefore, describe local conditions in sufficient detail.
4. Write with clarity and precision. Say what you mean clearly and unambiguously. Don't parrot program announcement language back, word for word. Be precise about statistical data and identify sources of information. Do not "fudge" on details and do not guess about statistics or demographics. Statistical data contained in project narratives may be checked against ORR records and large discrepancies can affect the scoring.
5. Stay within the allowed length for the project narrative

SUMMARY OF TIPS

1. Read the program announcement
2. Decide whether to prepare a project narrative
3. Write the project narrative with the reviewers and ORR in mind. Be clear, precise, and thorough.
4. Stay within the allowed project narrative length

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JUNE 25, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-20 ANNOUNCEMENT OF NEXT QUARTERLY REFUGEE COORDINATOR MEETING.

Refugee Coordinator Letter (RCL) 96-20 dated June 24, 1996 and received June 25, 1996 was issued announcing the next Quarterly Refugee Coordinator Meeting will be Wednesday, August 7, 1996 starting at 9:30 a.m. in the PERS Building located at 400 'P' Street, room 1170, in Sacramento, CA.

Attached is a copy of the minutes from the April 17 meeting which were included with RCL 96-20.

If you have any suggestions or issues you would like to have put on the agenda, please contact Greg Marutani of my staff no later than Thursday, July 25, 1996; he will forward them to the appropriate staff person at the Refugee Programs Bureau in Sacramento.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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Update on the Use of the MEDS File for Allocation of RESS funds

Ms. Merlyn White introduced Mr. Gary Schneegas, the DHS programmer assigned to work on the MEDS file Refugee Tracking System. She reported that the project is on target. We will generate a preliminary run as soon as all of the necessary information has been received. The error messages and numbers from this preliminary run will be shared with the counties. For counties that disagree with the numbers from the preliminary run, the RPB will accept numbers supplied by the county for the purposes of determining initial proposed allocations. Final allocations will be determined in June. All of the flaws should be out of the system by that time.

Mr. Schneegas reported that many of the error messages were related to missing data in the INS Entry Date field. He noted that he will generate a "State Transaction" to try to capture this information. If he is unable to capture the information in this manner, the error messages will go out to the counties. He responded to questions regarding difficulties in coding refugee AFDC cases. He noted that instructions will be corrected to clarify the procedure. Ms. Malecki noted that Santa Clara County had already implemented the refugee screen and had "lost" refugee AFDC cases due to a misunderstanding of the instructions. Mr. Schneegas suggested that there may be a way to retrieve the lost data.

The discussion on other problems that the counties are experiencing in implementing the refugee screen continued. Ms. Janet Rickert stated that due to the problems being encountered by the counties, it might be premature to implement the system. Several of the coordinators expressed concern over the delay in release of the proposed allocations. They indicated that it was imperative that they be notified of, at least, preliminary planning figures as soon as possible so that they could begin to prepare RFPs/contracts and report to their respective Boards of Supervisors.

The RESS Funding Notice has not yet been received. The notice has been in clearance for three months. The TA Funding Notice has been in clearance for two weeks.

The coordinators expressed their frustration that Mr. Barton, whose arrival at the meeting had been delayed, was not present to hear their concerns about the delay in release of the allocations.

Ms. Joan Pinchuk noted that some RESS funds, in the form of two quarterly awards, had been received by the state. She inquired about the possibility of allocating those funds in an effort to prevent the shut down of county programs that were out of funds. She suggested that there should be a combined effort between the state and counties to develop lobbying strategies to get funds out of ORR as soon as possible.

Eligibility for Services for Refugee Clients Who Have Been in the Country for More Than 60 months

Ms. Rose Bradley presented information on Refugee Coordinator Letter 96-09 which was faxed to the coordinators on the Monday prior to the meeting. RCL 96-09 instructs the counties that refugees who have been in the country for more than 60 months and who are on waiting lists may receive only referral and interpreter

services and services funded with RESS and TA Discretionary funds. A conference call will be arranged to discuss any problems which might result from the newly-clarified policy.

Confusion was expressed over the use of the term "time-expired" (as it was used in RCL 96-09) to refer to refugees who had been in the country for more than 60 months. It was agreed that, in the future, the term should only be used in the context of expiration of time-eligibility for cash assistance.

Program Policy Update

Ms. Bradley provided an update on welfare reform issues. Staff received and are reviewing the detailed "Vision" package produced by the One-Stop Career Center System Task Force. ORR has asked the state for input on how refugees would be affected by the One-Stop concept. Counties which currently have One-Stop Centers should ensure that refugees are served appropriately.

Ms. Pinchuk asked Ms. Bradley to comment on AB 908, a bill pertaining to cuts in the MAP and the Beno case. It was noted that because RCA follows AFDC guidelines, the Beno policy applies to RCA. Several of those present noted that the policy presented potential for fraud and abuse. Ms. Bradley reported that the state was under pressure to implement the policy by June 1. She went on to say that Policy Unit staff are working with the AFDC Policy Bureau to develop procedures which will prevent fraud.

Update on FFY 96 TA and RESS Proposed Funding Notices

The issue of funding was revisited when Mr. Barton arrived. He reiterated that: 1) The feds are roadblocked on the TA allocation until there is some resolution on the budget; and, 2) the RESS allocation is still in clearance. Mr. Barton reported that a meeting is scheduled for May 22 - 24 in Washington; he is hopeful that the RESS Funding Notice will be released prior to that meeting. He confirmed that two quarterly awards of RESS funds totaling \$6 million had been received by the state, but that this amount represented less than two quarters' worth of expenditures. He also noted that the state had not received authorization to use these funds. Several of the coordinators asked whether some pressure could be put on the feds to get the notices out of clearance. Mr. Barton stated that he was willing to press the feds to try to find a way to speed up the process. Ms. Pinchuk suggested that pressure from a higher level might be necessary. Several counties in addition to Los Angeles, including Fresno, Santa Clara and Orange and San Diego, indicated that they would experience difficulties if the allocations were not released in the very near future. They would not have adequate time to prepare contracts for the review and approval of their Boards of Supervisors; such a situation could lead to an interruption in the provision of services. Mr. Barton agreed to take the following steps: 1) contact the feds to see what could be done to get the funds out of clearance; 2) contact the Department's legal office to try to determine whether the \$6 million award already received could be allocated; and 3) send a letter to the counties to keep them apprised of the status of the allocation process.

Funding Allocation and Methodology

Ms. White distributed copies of the RESS and TA Allocation Process Flowchart. She noted that the need for state/county contracts will be dropped October 1, 1996 in favor of an allocation process. She reported that the invoice process will remain intact. The possibility of changing to a county administrative claiming process will be examined by the CWDA.

RESS and TA formulas differ because the funding mechanism at the federal level as well as the purposes of the funds are different. While RESS funds are required by state law to be allocated according to a funding formula, TA is a grant which is awarded to different local jurisdictions on the basis of the number of refugee arrivals in the jurisdiction during the past five years. Mr. Barton stated that for the state to modify the TA allocation would subvert the purpose of the funding. Mr. Nguyen expressed a concern that allocating funds based on refugee arrivals instead of the number of refugees on welfare as it has been in the past will negatively impact Central Valley counties. Ms. Pinchuk noted that the new allocation method brings the state into line with the federal methodology and she went on to state that the old allocation formula had had a negative impact on Los Angeles County and other urban counties.

Mr. John Tran expressed a concern about the proposal by the feds to use 20 percent of TA funds to fund TA Discretionary projects. Mr. Barton noted that California has historically not received its fair share of discretionary funds. He suggested that perhaps this year might be different. When Mr. Barton was asked by Ms. Rickert what the state's position was on the 20 percent proposal, he responded that the state preferred the 10 percent option. He went on to say that whatever option was chosen the state and counties would need to redouble their efforts to work with the feds to make sure that California gets its fair share of funds.

Regional Training on RS 50 and RS 51 Reports

Ms. White announced that a series of regional training sessions would be held on the reporting forms RS 50 and RS 51. She distributed a handout with the dates, times and locations of the training sessions. Ms. Pinchuk indicated that compiling the information needed to complete the forms would cause some difficulty for Los Angeles County.

County Plans

Mr. Barton reported on the modifications to the County Plan format. He noted that all counties will be required to complete their plans in the new format for the new fiscal year. Staff from the RPB responded to specific questions about the plan format. Mr. Barton reported on the expected time frame for the plan process. The plans will be due by the end of June; the RPB will review the plans and expects to have decisions by the end of July.

Update on Welfare Reform

Mr. Barton presented some additional information about federal and state welfare reform proposals. He reported that, on the federal level, some bills have become stalled. The one bill moving forward contains the provisions forwarded by the National Governors' Conference. On the state level, Mr. Barton noted that the Governor is in the process of developing next year's budget. He noted that the Governor's reform package cannot be implemented without block grants and federal flexibility.

1996 TA Discretionary Funds

TA Discretionary funds for 1996 was discussed further. The coordinators agreed that California's position should be to retain the 10 percent option (or as small a percentage as possible) and that the difference should be lumped into the regular TA allocation. Mr. Barton asked the coordinators whether they were aware of any projects within their counties that could utilize discretionary funds. Ms. Rickert responded that she knew of several projects in the community that might want to apply for the funds. She suggested that the state should ask the feds to examine the possibility of letting the community projects apply directly to ORR. She noted that in the past, when the state has controlled the discretionary fund process, applications had to be submitted through several levels of government which resulted in a tight time frame. Responding to this concern, Mr. Barton suggested that because the coordinators know that some funds will likely be available, they should begin the planning process as soon as possible. Ms. Pinchuk suggested that the best use of the funds would be to make up for holes in the budget; instead of funding special projects, use the funds to augment reduced operating costs. Mr. Barton responded to this suggestion by noting that it was not likely that ORR would agree with such a proposal.

Other Business

Mr. Martinez responded to a question regarding the current focus of SCORR. He reported that the organization "seemed to be following ORR's line." He went on to say that they were taking a reactive as opposed to proactive approach and that they were not being as creative as they had been in the past at proposing alternatives. Mr. Martinez stated that SCORR had scheduled a pre-meeting on May 10 to discuss resettlement policies.

There being no further business, the meeting was adjourned at 2:45.

Respectfully submitted,


Brad Elftmann
Recording Secretary



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of San Francisco, Inc.
MEMORANDUM

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TO: ALL COUNCIL MEMBERS
THE HONORABLE MAYOR WILLIE L. BROWN

DATE: JUNE 28, 1996

FROM: *Jack Fitzpatrick*
JACK FITZPATRICK, CHAIRMAN OF THE REFUGEE COMMITTEE

SUBJECT: RECOMMENDATIONS FOR THE DRAFT REFUGEE COUNTY PLAN AND REQUEST FOR PROPOSAL (RFP).

At its June 20 meeting the Refugee Committee reviewed PIC staff recommendations and heard public testimony regarding the draft Refugee County Plan which is due to Sacramento June 30, 1996. The draft County Plan also serves as the basis for the Request For Proposal (RFP) which will be issued July 10, 1996.

Based on the information currently available from the refugee State Programs Bureau (RPB) to the PIC staff, and reviewing the materials issued by the State through the Refugee Coordinator Letters (RCLs), the Refugee Committee is making the following recommendations to the full Council for its approval at the July 9 meeting and to forward them to the Board of Supervisors and the Mayor.

1. Mandatory Services to Refugee Cash Assistance (RCA) Refugees

While the Refugee Committee has attempted to provide the widest range of permissible services, especially in the area of employment training, to the large number of eligible refugees, including those receiving Aid to Family with Dependent Children (AFDC) and General Assistance (GA), the final rules adopted by the Office of Refugee Resettlement (ORR) requires that RCA clients must receive services within 30 days of receipt of aid.

This was one of the major issues raised in a monitoring visit by representative of the Refugee Programs Bureau (RPB) from the State of the County.

The Refugee Committee recommends that the FFY 1996 County Plan state that RCA clients will receive priority and only when that list is exhausted will services to other eligible refugees be offered.

2. Identification of Target Population Needs

Below is a chart showing the percent of service to refugees for FFY 1995 and the proposed percent for FFY 1996 based on the actual number of refugees seen by the Central Intake Point (CIP) for the period June 1, 1995 through May 31, 1996. This is the same methodology that has been used to determine the level of service to refugees based on country of origin for the past several years.

Country of Origin	1995 %	1996 %
Former Soviet Union	66.7%	64.0%
Southeast Asia	17.6%	17.0%
East Europe	7.6%	11.0%
Near East	4.5%	2.0%
Latin America	2.7%	5.0%
Africa	0.9%	1.0%
Total	100.0%	100.0%

The Refugee Committee recommends adopting these percentages for the FFY 1996 County Plan.

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3. Labor Market Analysis

Listed below are the occupations that have been selected based on an analysis of current regional employment trends, employer surveys, and the recently completed 1995 Occupational Outlook prepared by the PIC in cooperation with the Labor Market Information Division (LMID) of the Employment Development Department (EDD) to be appropriate for refugee employment in San Francisco:

- | | | |
|-------------------------|----------------------------|--------------------------------------|
| * Security Guards | * Hotel Desk Clerks | * Home Health Care Workers |
| * Medical Assistants | * Food Preparation Workers | * Receptionists & Information Clerks |
| * Janitors and Cleaners | * Waiters & Waitresses | * Shipping & Receiving Clerks |
| * Cashiers | * Dental Assistants | * Salespersons, Retail |

The above list represents the major areas identified through the labor market analysis conducted by the PIC. Proponents responding to the Request For Proposal will be asked to target occupations in which skilled labor demand exceeds supply and for any local industry with a high potential for sustained growth. Proponents will be requested to justify and substantiate their choices of occupations in the narrative portion of their proposal.

The Refugee Committee recommends adopting this information for the FFY 1996 County Plan.

4. Equal Opportunity for Refugee Women

The final rules and regulations adopted by the Office of Refugee Resettlement (ORR) requires each County Plan to assure that refugee women have equal opportunity to participate in refugee service programs and be placed in employment. In San Francisco, the level of service to refugee women for FFY 1994 was 45% and in FFY 1995 it was 48%.

The Refugee Committee recommends adopting this information for the FFY 1996 County Plan.

5. Changes to the Mutual Assistance Association (MAA) Incentive-type Program

In the past, it was permissible to use a portion of the Refugee Employment Social Services (RESS) funds to provide MAA Incentive type services which included information and referral services, outreach services, social adjustment services, emergency services, health-related services, home management services, translation and interpreter services, and Title XX type services. The service provider was only required to report the number of contacts it had with a refugee for the various services offered by the service provider.

Beginning October 1, 1996, the service provider will be required to enroll a refugee, provide services, and report outcomes, such as placement, retention, etc. just like the employment service providers. This will apply to Title XX type services as well.

The Refugee Committee recommends continuing this service in the FFY 1996 County Plan.

6. Title XX

Funding for Title XX type services was discontinued on October 1, 1995. The local Department of Social Services (DSS) administered these special services through a subcontract with International Institute (II) for the past several years; the present Title XX subcontract between DSS and II will end September 30, 1996. Attachment 1 extracts some information from the current subcontract between DSS and II. No additional funding has been provided to the counties to continue Title XX type services.

Title XX type services will have to be reported in the same format as other refugee employment service providers, again requiring enrollment and reporting outcomes.

The Refugee Committee recommends Title XX type services be included in the FFY 1996 County Plan.

Because of some of the items cited earlier in this memo and, because of a sizable increase in the funding for FFY 1996, the Refugee Committee is recommending a new RFP be issued as soon as possible. Last year's schedule is shown below with tentative dates being recommended for issuing the FFY 1996 RFP.

SCHEDULE	1995	1996
PIC issues RFP.....	June 26	July 10
Proposals due at the PIC.....	July 21	Aug. 2
Staff recommendations sent to Committee and appropriate parties.....	July 28	Aug. 13
Public testimony taken by Committee.....	Aug. 3	Aug. 20
Resolution to Board of Supervisors.....	Aug. 4	Aug. 26
Committee of the Board of Supervisors hearing.....	Aug. 15	Sept. 11
Board of Supervisors approves Committee Recommendations.....	Aug. 22	Sept. 9
Mayor approves Refugee Committee recommendations.....	Sept. 12	Sept. 9
Council approves Refugee Committee recommendations.....	Sept. 12	Sept. 9
Refugee programs begin.....	Oct. 1	Oct. 1

The schedule provides for approximately the same amount of time between major events listed on the schedule. Some adjustment to this schedule may be necessary to coincide with the meeting dates of the Board of Supervisors and its Committee, as well as the Mayor.

When the RFP was issued last year it included a statement that "*Subcontracts may be extended if performance criteria established by the PIC are met or exceeded.*" The funding increase in the the RESS and TA preliminary allocations which will be adjusted downward for Cuban/Haitian arrivals as stated in the RCLs announcing these dollar levels

	1995	1996*	Increase
RESS Allocation	\$341,394	\$494,735	45%
<u>TA Allocation</u>	<u>\$284,521</u>	<u>\$667,378</u>	<u>135%</u>
Total	\$625,915	\$1,162,113	86%

* Preliminary allocations which will adjusted downward based on Cuban/Haitian arrivals.

With a preliminary increase in available funds of nearly 85%, and to provide for revisions to the present County Plan to accommodate the specific issues for the draft FFY 1996 County Plan for San Francisco, the Refugee Committee recommends an RFP be issued as soon as possible; that it incorporate the appropriate items once approved by the full Council; that it allow for the broadest range of services possible, but stipulate that RCA clients will receive priority services and no other eligible refugee population will be served unless the RCA list is exhausted at that time; that those subcontracts may be extended if the performance criteria established by the PIC and meets the requirements of the RPB and/or ORR.

Please call either Greg Marutani or Joyce Crum if you have any questions.

cc: Refugee Committee
 Refugee Subcontractors
 Patrick Duterte, DSS
 Ernie Lynch, RPB
 PIC Staff



JUL 02 1996

SAN FRANCISCO
PUBLIC LIBRARYPRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUMTO: ALL COUNCIL MEMBERS
THE HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: JUNE 28, 1996

FROM: STEVE ARCELONA

SUBJECT: SUMMARY OF SAN FRANCISCO YOUTH PROGRAM PLANS FOR THE SUMMER OF 1996

When San Francisco's PY'96-'97 Job Training Plan was reviewed and approved by each of you in late-March and early-April, monies had not yet been appropriated for any JTPA Subpart Program in that Plan and, in fact, it was not even clear if it would initially contain four or five subpart programs.

As a result, the projected budget for each subpart program in that Plan was based on an independent estimate of what the Administration and Congress might eventually agree to appropriate based on differing proposals that were then being advanced by the House of Representatives and by the Senate and on what was reported to be the Administration's position with regard to each of those two different sets of proposals. While there seemed to be a consensus for the amount of the appropriation for one of the subpart programs [i.e., the JTPA Title IIC (82%-Basic Youth) Subpart Program], minor to modest differences remained with respect to the appropriations for three other subpart programs and, with respect to a 1996 JTPA Title IIB Summer Youth Employment and Training Program (SYETP), it was still unclear if there would even be an appropriation.

As a result, the Plan you approved by the statutory date of April 12th contained:

- a list of all of the PIC's 1995 SYETP Subcontractors (each of which had been reviewed and evaluated by the Council at the end of last year);
- a "guesstimate" of the amount that would be allocated by formula to San Francisco if there were an appropriation enacted for 1996 SYETPs; and
- instructions that, if such an appropriation were enacted, staffs of the PIC and of each of its 1995 SYETP Subcontractors should proceed immediately to negotiate, execute, and implement new subcontracts based on:
 - the amount that would be allocated to San Francisco from the appropriation for 1996 SYETPs; and
 - the program design that was previously approved for the 1995 SYETP.

In late-April, an appropriation for the 1996 SYETPs was enacted (amounting to approximately 72% of the combined amount of the two appropriations that were enacted for the 1995 SYETPs) and, based on the PIC Staff's initial estimate of the amount that would be allocated from that appropriation for San Francisco, implementation began immediately (almost two months behind schedule) followed by issuance of letters of intent to all 1995 SYETP Subcontractors and negotiations of 1996 SYETP Subcontracts.

In early-May, the State announced that \$2,356,011 (or 71% of the amount allocated for the 1995 SYETP) would be allocated for San Francisco's 1996 SYETP. When unspent monies from the immediately-preceding SYETPs are included, this meant that the total budget for San Francisco's 1996 SYETP would be only 70% of its 1995 budget and that, because there was a shortfall of well over 1,500 subsidized jobs in 1995, as many as 2,500 or more eligible San Francisco youths might not be served in 1996.

Under the leadership of Mayor Brown, Supervisor Yaki, Gary Filschen, Craig Wolfson, Rich Gunn, Elliott Hoffman, and Larry Stupski, the following efforts were immediately organized and implemented to restore as many of those subsidized summer jobs as possible:

- the Mayor, the Board of Supervisors, the Chamber of Commerce, the Committee on Jobs, and the PIC organized and implemented an intense campaign to raise at least \$600,000 in private and public sector financing to supplement the number of subsidized summer jobs that could be created; and
- the PIC's Jobs For Youth Committee raised its goal for placing San Francisco youths in unsubsidized jobs during the summer of 1996 to 400 from the 258 recorded for the summer of 1995.

The following is a summary of preliminary projections for the summer of 1996 based on initial results of those efforts, compared with the results for the summer of 1995, and assuming that the minimum hourly wage required by either State or federal law will not be increased before the end of the summer of 1996:

<u>SUMMER OF 1996:</u>		
<u>Source and Amount of Financing</u>		<u>Proj. No. Youths (14-21) Served</u>
<u>PUBLIC SECTOR:</u>		
Federal:		
• JTPA Title IIB SYETP ('95 C/O + '96 Alloc.) /a.	\$2,410,408	1,928 /b.
• Community Dev. Block Grant /c.	\$565,000	559 /d.
State:		
• Desegregation Consent Decree /e.	\$231,871	300 /f.
Local:		
• Childrens' Fund /g.	\$240,897	257 /h.
<u>PRIVATE SECTOR:</u>		
• Jobs For Youth /i.	\$150,000	400 /j.
• Say YES /k.	\$365,000	306 /l.
<u>TOTALS:</u>	<u>\$3,963,176</u>	<u>3,750</u>

/a. Programs to be administered and conducted by the PIC and its 14 SYETP Subcontractors.
 /b. Limited to "economically disadvantaged youths (14-21)" (including most SF Housing Authority residents).
 /c. Programs to be administered and conducted by the PIC, its SYETP Subcontractors, and the SFHA.
 /d. Generally limited to residents of 11 specified SFHA Developments located in 6 "Enterprise Communities".
 /e. Program to be administered and conducted by the SFUSD in collaboration with the SFHA.
 /f. Generally limited to residents of all SFHA Developments outside of the 6 "Enterprise Communities".
 /g. Programs to be administered and conducted by the Mayor's Office of Children, Youth, and their Families and the MOCYF's Subcontractors.
 /h. All youths residing in San Francisco are eligible.
 /i. Program to be administered and conducted by Private Sector Employers, the PIC, the EDD Field Offices, and member organizations of the Youth Employment Coalition.
 /j. All youths are eligible.
 /k. Firm amount of funds raised as of this date; programs to be administered and conducted by the PIC, its Subcontractors, and New Ways Workers.
 /l. Generally limited to "economically disadvantaged youths (14-21)" (including most SFHA residents).

<u>SUMMER OF 1995:</u>		
<u>Source and Amount of Financing</u>		<u>Actual No. Youths (14-21) Served</u>
<u>PUBLIC SECTOR:</u>		
Federal:		
• JTPA Title IIB SYETP ('94 C/O + '95 Alloc.) /a.	\$3,459,554	2,747 /b.
State:		
• Desegregation Consent Decree /c.	\$231,876	284 /d.
Local:		
• Childrens' Fund /e.	\$262,055	596 /f.
<u>PRIVATE SECTOR:</u>		
• Jobs For Youth /g.	\$75,000	258 /h.
<u>TOTALS:</u>	<u>\$4,028,485</u>	<u>3,885</u>

/a. Programs administered and conducted by the PIC and its Subcontractors in collaboration with the SFHA.
 /b. Limited to "economically disadvantaged youths (14-21)" (including SF Housing Authority residents).
 /c. Program administered and conducted by the SFUSD in collaboration with the SFHA.
 /d. Limited to residents of all SFHA Developments.
 /e. Programs administered and conducted by the MOCYF and its Subcontractors.
 /f. All youths residing in San Francisco were eligible.
 /g. Program administered and conducted by Private Sector Employers, the PIC, the EDD Field Offices, and member organizations of the Youth Employment Coalition.
 /h. All youths were eligible.

Please let us know if any additional information is needed before the Council's meeting of July 9th. At that meeting a status report on most of these programs will be presented.

cc: Mayor's and PIC Staffs, All PIC Subcontractors, All Members of the PIC's Planning and Jobs For Youth Committees, Supervisor Yaki, Carol Piasente-Chamber of Commerce, Rich Gunn-Small Business Network, Elliott Hoffman, Larry Stupski-Chas. Schwab & Co., Jon Gresley & Ric Gerakos-SFHA, Christine Haw-MOCD, Jeff Mori-MOCYF, Glenn Eagleson and Brett Moore-YEC and NWW, and Scott Winkler-EDD/JTPD.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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JUN 24 1996

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TO: REFUGEE COMMITTEE MEMBERS

DATE: JUN 21, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REQUEST FOR YOUR ASSISTANCE.

The Refugee Programs Bureau (RPB) of the California Department of Social Services has requested our assistance in updating their database of Mutual Assistance Associations (MAA) located within San Francisco. Attached on the reverse side of this memo is a list of the MAAs presently on the RPB database. If you know of any MAAs in San Francisco that should be added to this list, please send the information to:

Ms. Thuan Nguyen
California Department of Social Services
Refugee Program Bureau
744 'P' Street, Mail Station 6-620
Sacramento, CA 95814

or you may fax the information to her at: (916) 654-7187.

The letter from the RPB stated they have contacted each of the MAAs on the list requesting to be notified if the data that are shown for their MAA is current and accurate so there is no need to notify them of any errors regarding these particular MAAs.

cc: Patrick Duterte, SFDSS
Ernie Lynch, RPB
Refugee Subcontractors

Mutual Assistance Associations

SAN FRANCISCO

MR. QUOC KIM LANG
CHIU CHO MUTUAL ASSISTANCE
ASSOCIATION
689 CLAY STREET
SAN FRANCISCO, CA 94111
Phone: (415) 398-1643

MR. DAN THAI
THE NEWCOMERS NEWS
775 COMMERCIAL
SAN FRANCISCO, CA 94108
Phone: (415) 776-9832

VIETNAMESE ASSOCIATION OF FRIENDSHIP
AND MUTUAL ASSISTANCE OF SAN
FRANCISCO
36 SERRANO DRIVE
SAN FRANCISCO, CA 94132

REV. JOSEPH TRONG
DIRECTOR
VIETNAMESE CATHOLIC COMMUNITY
3240 LAWTON STREET
SAN FRANCISCO, CA 94122
Phone: (415) 387-1630

MS. LOVELLE LEE
EXECUTIVE DIRECTOR
VIETNAMESE YOUTH DEVELOPMENT
CENTER
330 ELLIS STREET, ROOM 507
SAN FRANCISCO, CA 94118

MR. VU-DUC VUONG
CENTER FOR SOUTHEAST ASIAN REFUGEE
RESETTLEMENT (CSEARR)
875 O'FARRELL STREET
SAN FRANCISCO, CA 94109
Phone: (415) 885-2743

MR. ROGER BARTLETT
PROGRAM DIRECTOR
MUTUAL ASSISTANCE ASSOCIATION
COUNCIL, INC.
942 MARKET STREET, SUITE 303
SAN FRANCISCO, CA 94102
Phone: (415) 434-0677

VIETNAM CHINESE MUTUAL AID AND
FRIENDSHIP ASSOCIATION
777 STOCKTON STREET, #103
SAN FRANCISCO, CA 94108
Phone: (415) 398-3726

MR. THI THANH TUYEN
VIETNAMESE BUDDHIST ASSOCIATION
243-245 DUBOCE AVENUE
SAN FRANCISCO, CA 94103

VIETNAMESE STUDENTS' PARENTS
ASSOCIATION OF SAN FRANCISCO
909 FAXON AVENUE
SAN FRANCISCO, CA 94112

MS. PORTIA LI
WORLD JOURNAL NEWSPAPER
231 ADRIAN ROAD
MILBRAE, CA 94030
Phone: (415) 692-9936

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JULY 23, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-22 ANNOUNCEMENT OF FINAL TARGETED ASSISTANCE (TA)
ALLOCATIONS FOR FFY 1996.

Refugee Coordinator Letter (RCL) 96-22 dated July 16, 1996 and received by fax July 17, 1996 was issued announcing the final Targeted Assistance allocations for FFY'96. For San Francisco the final allocation is \$648,312 which is \$19,066 less than the preliminary amount which was \$667,378.

If you would like a copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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JUL 31 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: JULY 29, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-23 FINAL NOTICE OF AVAILABILITY OF FORMULA ALLOCATION FUNDING OF
TARGETED ASSISTANCE (TA) FOR FFY 1996.

Refugee Coordinator Letter (RCL) 96-23 dated July 19, 1996 and received July 29, 1996 was the final notice of availability of formula allocation funding of Targeted Assistance (TA) for Federal Fiscal Year 1996 published by the Office of Refugee Resettlement (ORR). The contents of the RCL were published in Federal Register dated July 12, 1996 and downloaded by the State Refugee Programs Bureau (RPB) from the Federal Register Online via GPO Access [wais.access.gpo.gov] through the Internet, with the exception of the tables showing the counties and states allocations which were sent via fax from the ORR.

The allocation for San Francisco shown in the Federal Register is \$682,434 includes the 5% state administrative overhead which, when subtracted from this amount comes to \$648,312 which was the amount published in RCL 96-22. We are still awaiting the final allocation for the Refugee Employment Social Services (RESS) funds for San Francisco.

If you would like a copy of this 21- page RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

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JUL 31 1996
SAN FRANCISCO
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DATE: Thursday August 22, 1996
TIME: 1:30 - 3:30 P.M.
LOCATION: City College of San Francisco
33 Gough Street
Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's June 20 meeting (enclosed) *
3. Update on State monitoring visit of Refugee services in San Francisco
4. Staff recommendations for FFY'97 funding *
5. Public testimony on non-agenda items

* Requires Committee action

Issued July 30, 1996



If you require special accommodation due to a disability, please call Roberta Fazande
at 931-7460 or TDD 749-3117 at least 72 hours in advance

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(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and Country exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403





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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
**DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING**
AUGUST 22, 1996

Present:

Jack Fitzpatrick, Linda Davis, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Ann Lazarus, Louella Lee, Rosemary Lee, Billy Ray.

Absent:

Ricci Chan, Lisa Chanoff, Carmela Gold, Bryan McGowan, Robert Rubin, Liz Strand.

The meeting was called to order at 1:40 p.m. by Jack Fitzpatrick.

Motion to accept the agenda.

Moved by Linda Davis and seconded by Margi Dunlap

Ayes: Linda Davis, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Ann Lazarus, Louella Lee, Rosemary Lee, Billy Ray

Nays: None

Abstentions: None

Motion to approve the Refugee Committee minutes of the June 20, 1996 meeting.

Moved by Linda Davis and seconded by Margi Dunlap

Ayes: Linda Davis, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Ann Lazarus, Louella Lee, Rosemary Lee, Billy Ray

Nays: None

Abstentions: None

Motion to accept PIC staff recommendations as submitted to fund proponents.

Moved by Hyacinth Ahuruonye and seconded by Billy Ray

Discussion centered on the 65% minimum performance requirement of subcontractor performance outcomes because of the high incidence of Refugee Cash Assistance (RCA) clients compared to other counties and that a waiver might be worth pursuing or breaking out the 55 and older age group and measure the results of this subgroup.

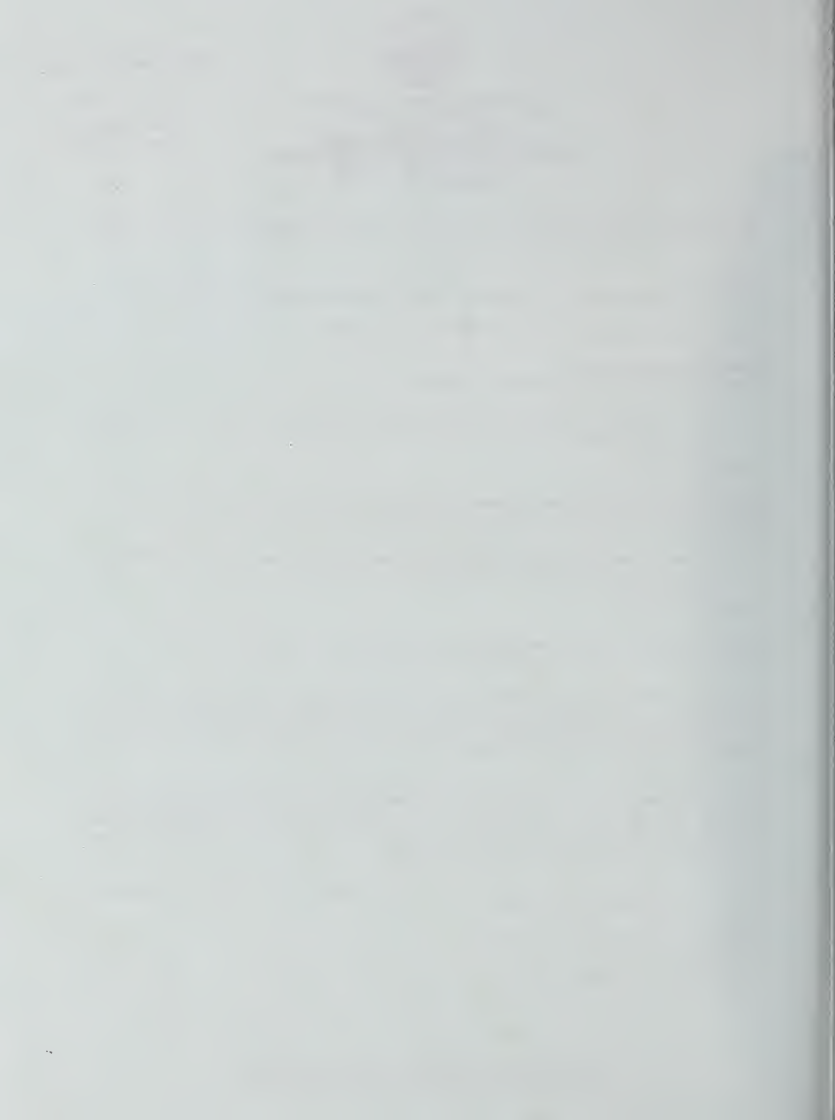
Roger Bartlett of the Mutual Assistance Association Council (MAAC) pointed out that the agencies being recommended for funding have received substantial increases, as well as funding two new agencies, while the MAAC received only \$2,000 in additional funding; Mr. Bartlett requested \$30,000 more to provide his staff with at least a cost of living increase as they had not received one in four years due to the limited refugee funds available.

Ayes: Linda Davis, Hyacinth Ahuruonye, Mary Edington, Ann Lazarus, Louella Lee, Rosemary Lee, Billy Ray.

Nays: None

Abstentions: Don Climent, Margi Dunlap

The meeting was adjourned at 2:30 p.m.



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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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AUG 26 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: AUGUST 22, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-24 FINAL NOTICE OF AVAILABILITY OF FORMULA ALLOCATION FUNDING OF
REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) FOR FFY 1997.

Refugee Coordinator Letter (RCL) 96-24 dated August 20, 1996 and received by fax August 20, 1996 contained the final notice of availability of funds of Refugee Employment Social Services (RESS) for Federal Fiscal Year 1997 published in the Federal Register on July 24, 1996 (Volume 61, Number 143).

The final allocation for San Francisco is \$457,994 which is \$36,741 less than the preliminary allocation published in RCL 96-18 (\$494,735). This is due in large part to the fact that California's allocation was reduced by \$405,296 as a result of the arrival of Cuban parolees who came directly to the United States from Havana. These individuals were not included in the arrival data for the three-year population estimates in the proposed notice.

If you would like a copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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SEP 03 1996

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TO: COUNCIL MEMBERS
THE HONORABLE MAYOR WILLIE BROWN, JR.

DATE: AUGUST 26, 1996

FROM: *for* JACK FITZPATRICK, CHAIRMAN, REFUGEE COMMITTEE

SUBJECT: REFUGEE COMMITTEE RECOMMENDATIONS FOR THE FEDERAL FISCAL YEAR 1997 REFUGEE PROGRAM.

The Refugee Committee is recommending approval of the funding recommendations for Federal Fiscal year 1997 refugee programs.

The Refugee Committee met August 22, 1996 and reviewed PIC staff recommendations regarding the twelve proposals submitted by eight organizations. The proposals were in response to the Request For Proposal (RFP) for the Refugee program issued July 10, 1996 and received by the August 2 deadline. Each proposal was read and scored by at least three staff members.

Table 1 displays each of the proposals sorted by the program activity. The amount requested is also shown along with PIC staff recommendations and the subcontract amount for the current year, if applicable. Recommended service levels have been adjusted based on the dollar amount being recommended by PIC staff. The recommended placements are based on the proposed placement rate submitted by each proponent. The proposals have been grouped by same activities. Please note that 90 points is the maximum score which could be earned by an agency proposing Employment Services (direct placement).

Funds in the amount of \$19,449 have been set aside for On-the-Job Training (OJT) to cover the projected financial obligations that will occur when an OJT contract is negotiated with an employer. These funds are used to reimburse the employer for the extraordinary training costs during the OJT contract.

Funds in the amount of \$78,351 have also been set aside to cover the cost of MUNI Fast Passes and/or tokens for participants enrolled in the employment and training components only.

Two new acronyms are being used this year. The first is "Acculturation/Social Adjustment Services" (A/SAS) which are services which are non-training related, and English Language Training (ELT) which the State is using to replace the term "English-as-a-Second Language" (ESL).

Table 2 displays the current year's 9-month performance through June 30, 1996. Each subcontractor is listed by activity with the planned and actual enrollments and job entries, along with the percentages of actual versus planned performance.

Table 3 displays the Student Performance Levels (SPL) for those refugees whose English levels were 0 to 4 and those 5 and above. The data represents the 9-month period from October 1, 1995 through June 30, 1996.

Table 4 displays the wages of the refugees placed by the current subcontractors. The data represents the 9-month period from October 1, 1995 through June 30, 1996.

With respect to the participant characteristics, PIC staff informed the Committee that it will negotiate with each of the subcontractors to achieve the planned country of origin percentages recommended in the draft Refugee County Plan.

The Committee is recommending conditional funding for three agencies. They are the Employment Services components of the Career Resources Development Center, the Jewish Vocational Service, the Mutual Assistance Association Council, and the Vocational Training/Vocational English-as-a-Second Language of the Career Resources Development Center.

After reviewing the performance of these three subcontractors for the 9-month period, it is not certain that they will achieve the required 65% outcomes as required by the federal regulations. Therefore, staff recommended that if these subcontractors do not achieve the 65% outcome requirements by the 9-month period of the new subcontract (June 30, 1997), that no funds will be allocated for the specific program activity beginning October 1, 1997.

As has been the case in previous years, the PIC will not be allowed to enter into a subcontract with any agency whose performance is less than 65% of their current year's goals unless a corrective action plan has been submitted by the subcontractor and approved by the PIC and the State Refugee Program Bureau (RPB). This is a federal requirement.

This matter was discussed at length because of the federal requirement that services be provided to Refugee Cash Assistance (RCA) clients within 30 days of receiving aid and that any waiting list must be exhausted before other refugees receiving other forms of public assistance (i.e., AFDC, GA) may be served. It was also pointed out that there are a number of older refugees who also have disabilities which would preclude them from obtaining employment, but must receive services with these funds. As a result, several of the refugee subcontractors have had a difficult time meeting their planned goals and fall below the federal requirement of achieving 65% of their planned outcomes. The Committee requested PIC staff to investigate the possibility of seeking assistance from the State Refugee Program Bureau (RPB) in obtaining a waiver from the federal Office of Refugee Resettlement (ORR) from this particular requirement.

cc: Ernie Lynch, RPB
Margaret Kisliuk, Mayor's Office
Margene Sako, Mayor's Office
Refugee Proponents (individual recommendation only)
PIC Staff

TABLE 1
REFUGEE COMMITTEE RECOMMENDATIONS FOR FUNDING AND SERVICE LEVEL

Proponent	Activity	Pt.	FFY 1997	FFY 1997	FFY'96	Recom.		Place.
			Request	Recom.	\$	Svc	Plc	
#01 International Institute of S.F.	A/SAS	64	\$39,612	\$39,612	NA	648	10	2%
#04 Mutual Assistance Association Council	A/SAS	74	\$26,371	\$26,371	\$26,371	450	0	0%
#03 International Rescue Committee	CIP	98	\$120,339	\$120,339	\$104,766	NA	NA	NA
#02 Catholic Charities/REAP	ES	75	\$260,000	\$154,170	\$51,390	118	89	75%
#05 Mutual Assistance Association Council	ES	65	\$268,583	\$64,002	\$62,712	80	64	80%
#06 Third Baptist Church/AIRRC	ES	71	\$37,207	\$37,207	\$11,042	35	28	80%
#08 Jewish Vocational Service	ES	70	\$375,000	\$276,198	\$155,342	221	144	65%
#10 Community Educational Services	ES	59	\$54,346	\$27,175	NA	25	23	92%
#11 Career Resources Development Ctr.	ES	69	\$128,000	\$46,171	\$44,880	36	29	81%
#07 Jewish Vocational Service	OJT	89	\$15,500	\$7,750	\$15,500	5	4	80%
#09 Jewish Vocational Service	VT/ELT	88	\$34,696	\$11,565	NA	5	4	80%
#12 Career Resources Development Ctr.	VT/ELT	96	\$80,000	\$32,000	\$16,000	16	14	88%
Subtotal			\$1,439,654	\$842,560	\$488,003	541	409	76%
OJT Setaside			\$0	\$19,449				
Transportation			\$70,000	\$78,351				
Totals			\$1,509,654	\$940,360		541	409	76%

A/SAS - Acculturation/Social Adjustment Services

CIP - Central Intake Point

ES - Employment Services

OJT - On-the-Job Training

VT/ELT - Vocational Training/English Language Training

Pt. - Point totals

Italics indicates the item is not included in the calculation of the totals.

TABLE 2
SUBCONTRACTOR PERFORMANCE BY ACTIVITY
(October 1, 1995 through June 30, 1996)

EMPLOYMENT SERVICE

SUBCONTRACTOR	ENROLLMENTS			JOB ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service	148	156	105.4%	78	43	55.1%
Mutual Assistance Association Council	78	55	70.5%	42	9	21.4%
Catholic Charities/REAP	38	33	86.8%	21	21	100.0%
Third Baptist Church/AIRRC	10	14	140.0%	6	7	116.7%
Career Resources Development Center	41	36	87.8%	35	11	31.4%

ON-THE-JOB TRAINING

SUBCONTRACTOR	ENROLLMENTS			JOB ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service	1	5	500.0%	5	4	80.0%

VOCATIONAL TRAINING

SUBCONTRACTOR	ENROLLMENTS			JOB ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Career Resources Development Center	8	8	100.0%	7	4	57.1%

Job Entries - participants who are employed at least one day. A participant is considered a placement if s/he is employed on the 90th day after job entry.

TABLE 3
Student Performance Level (SPL) From 10/01/95 To 06/30/96

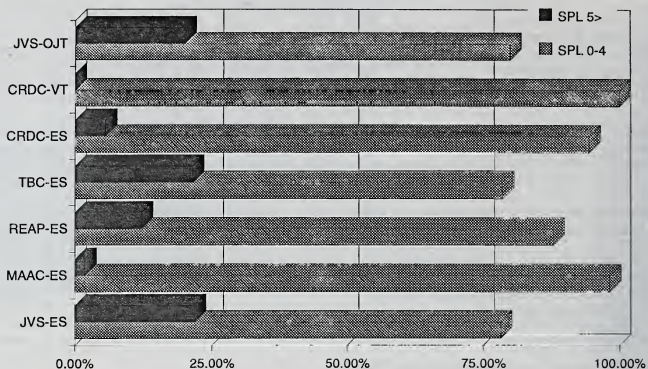
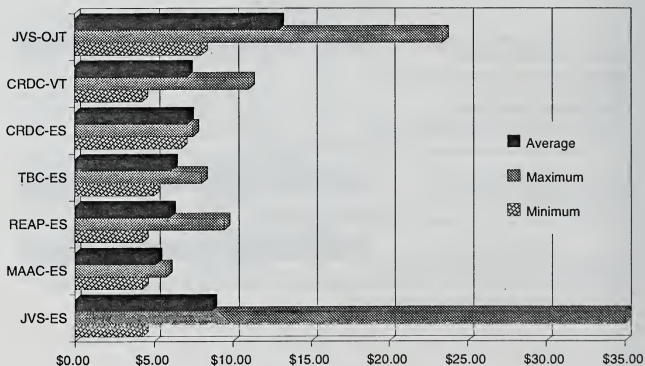


TABLE 4
Wages at Placement From 10/01/95 To 06/30/96





PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

DOCUMENTS DEPT.

OCT 09 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 7, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-25 ANNOUNCEMENT OF NEXT REFUGEE COORDINATORS' MEETING.

Refugee Coordinator Letter (RCL) 96-25 dated October 2, 1996 and received October 7, 1996 announced the next Refugee Coordinators' meeting will be Wednesday, October 30 from 9:00 a.m. to noon in the Mendocino Room of the Capitol Plaza Holiday Inn located at 300 'J' Street in Sacramento. A map was included with the RCL.

Although there was no agenda attached, the RCL did include information that there would be a status report on the work group to develop a methodology for allocating RESS funds to the 13 refugee-impacted counties and begin a discussion on developing a plan for applying and using next year's RESS and TA Discretionary funds.

If there is any thing you would like to add to this agenda, please notify Greg Marutani no later than October 18 as all items must be sent to Sacramento by that date.

The minutes from the August 7, 1996 meeting, which were also included with this RCL are attached.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

MINUTES FROM THE
COUNTY REFUGEE COORDINATORS MEETING

The meeting of the County Refugee Coordinators was held Wednesday, August 7, 1996 in Conference Room 1180 of the Lincoln Plaza Building at 400 P Street in Sacramento. The meeting was called to order by Mr. Robert Barton at 9:45 a.m.

Persons PresentAgency Represented

Ms. Clara L. Wong	San Francisco Private Industry Council
Ms. Janet Tompkins	Contra Costa County Social Service Agency
Ms. Barbe Laxx	Sacramento County Department of Human Assistance
Ms. Michelle Malecki	Santa Clara County Social Service Agency
Ms. Katie Wallace	Tulare County Department of Public Social Services
Mr. Charlie Millar	Merced County Human Service Agency
Mr. Long Thai Nguyen	Sacramento Employment and Training Agency
Mr. An Tran	San Joaquin County Department of Human Services
Mr. John Tran	Alameda County Social Services Agency
Ms. Joan Pinchuk	County of Los Angeles Community and Senior Services
Ms. Shannon Antopol	Orange County Social Services Agency
Mr. Steve Franklin	Stanislaus County Department of Social Services
Ms. Kamay Kha	Yolo County Department of Social Services
Ms. Etta Howard	San Diego County Department of Social Services
Ms. Kim Chi Trieu	Santa Clara County Department of Social Services
Ms. Alette Lundeborg	Santa Clara County Department of Social Services
Ms. Janet Rickert	Fresno County Department of Social Services
Ms. Joyce Crum	San Francisco Private Industry Council
Ms. Elena Lara	State Department of Health Services (DHS)
Mr. Robert Barton	Refugee Programs Bureau (RPB)
Ms. Pat Moore	RPB
Mr. Al Martinez	RPB
Ms. Merlyn White	RPB
Ms. Rose Bradley	RPB
Ms. Karen Harmon	RPB
Ms. Thuan Nguyen	RPB
Ms. Linda Page	RPB
Mr. Ernie Lynch	RPB
Ms. Linda Keene	RPB
Mr. Roger Caron	RPB
Ms. Molly Zamora	RPB

Agenda

- I. Approve Minutes
- II. State Report
 - o Refugee Programs Bureau
 - o RESS and TA Allocations
 - o County Plans
 - o Discretionary Projects
 - o Policy Issues
 - o Welfare Reform
- III. County Reports
- IV. New Business
- V. Next Meeting

Approve Minutes

Several of the County Coordinators requested that the minutes from the last County Coordinators' meeting be corrected to reflect that the instructions to the counties for coding refugee AFDC cases were "incorrect", rather than "unclear".

Refugee Programs Bureau

Mr. Robert Barton announced that in an effort to maintain the state administration at a level commensurate with our level of state funding, six positions, or approximately 18%, were being cut from our Bureau staff. The downsizing will result in slightly more money being available to the counties. Although most of the positions came out of the county monitoring function, the RPB doesn't expect to reduce the level of activity in the counties, just to operate more efficiently.

Ms. Thuan Nguyen provided a Refugee Information Exchange Conference update and registration packets. This year's conference title is "The Road To Success" and it will be held October 30th through November 1, 1996 at the Capitol Plaza Holiday Inn in Sacramento, California. Ms. Nguyen requested ideas on workshops or presenters and advised attendees to register early because the hotel may fill up. Registration is \$125 before October 15th. Cancellations will be processed until October 25th, after that substitutions only.

Mr. Barton reported that the Bureau has gone through several management offsites and is developing a Bureau Annual Calendar to reflect the activities it performs every year. He wants to get a much earlier start in the grants process next year and is hoping this calendar will help us accomplish that. The calendar should be completed in the next month or so and will be shared with the Coordinators.

RESS and TA Allocations

Ms. Marilyn White reported that the state has received its final RESS funding Notice. The funds are approximately \$400,000 less than our proposed allocation due to the Cuban/Haitian arrivals who were not included in the arrival data used for the preliminary allocation. Currently about four counties do not have correct MEDS information in the system and they have been asked to correct it by August 15th. The RPB expects to release the final RESS allocations in mid-August.

The counties have already received their final TA allocation. The State's TA grant application is in the sign-off process and will be mailed to the Office of Refugee Resettlement (ORR) within several days. We have been advised that it will be close to September 30, 1996 before we receive the grant award. Once we receive it, the counties with approved County Plans will receive a letter with their allocations and they can immediately draw down the funds.

Mr. Barton stated that we have an allocation process which allocates funds based on the number of refugees in the country who have been on aid less than 60 months. The only automated environment we have at this time to track that information is the MEDS system. Mr. Barton indicated that in order to allocate the funding,

it will be necessary to have an audit trail for our allocations. He offered to accept the following on a tape, disk, or list: Name, Alien Number, and Entry Date. He asked that the information be provided to the Bureau before August 15th. [Note: Counties were subsequently notified that in order for the Department of Health Services to use the tape or disk to update the MEDS files, the client's Social Security Number must also be included.]

County Plans

Ms. Pat Moore reported that 9 counties have submitted their County Plans; 8 are in the required format. Ms. Moore asked that the 4 remaining counties submit their plans so that we can award their allocations by October 1, 1996, since there won't be any contracts this year.

Discretionary Projects

Ms. Rose Bradley provided the County Coordinators with a handout on the TA 20% Discretionary Funding which summarized the 42 proposals which were included in the State's application. The TA Discretionary proposals are being paneled August 5-9 by non-ORR reviewers. Grant awards will be made by September 30, 1996.

Ms. Bradley also reported that the Federal Appropriation Bill is in the Senate, but that it hasn't been marked up yet. ORR's understanding is that all of the TA funding will be granted by Formula Allocation if the language in the bill is not revised.

Mr. Barton stated that since we know what ORR's process has been for the past two years, we can prepare ourselves to submit more competitive proposals by starting them earlier. Mr. Barton believes that we ought to be looking at ways to consolidate our proposals to make our application more competitive (due to better coordination and planning) and more difficult not to fund because it represents everything California is trying to do.

Mr. Barton reported on his trip to Washington, DC to meet with ORR. He indicated that the meeting was to develop ORR's policy on Free Cases, but that there were much more far reaching discussions which occurred (i.e., Formula Distribution of funds vs. ORR Discretionary Funding and a discussion about ORR being too prescriptive with in its interactions with the States).

Policy Issues

Mr. Barton also clarified that County Plans must be submitted each year, but that they can be on a three year planning cycle. This means that each plan may only be updated two times to ensure that there is community input on the plans.

Mr. Barton also stated that we understand that GAIN's 30 hour exemption is being replaced with a 35 hour requirement under the Block Grant. ORR will not be changing its exemption hours.

Mr. Barton announced that we are interested in how we might set up some incentives for counties that are doing well. He is interested in getting input on how to do that, using the funding we currently have. Ms. Alette Lundberg responded that many counties have not gone into the GAIN Incentive Program because it is too expensive to do the required reporting. Mr. Barton encouraged the counties to submit their ideas on an incentive program for implementation next year. Ms. Lundberg suggested that we look at the Job Training and Partnership Act's (JTPA's) incentives and that we put the money back into services for post five year refugees.

Welfare Reform

Mr. Barton stated that the impact of welfare reform on refugees will primarily come from its impact on AFDC. ORR is thinking of setting a new federal standard for RCAs. He added that welfare reform is at least one year away in California. Once California submits a State Plan Amendment and it is approved, we can implement all of the changes we've submitted waivers to do.

County Reports

Ms. Joyce Crum of San Francisco County reported that they are in the midst of a Request For Proposal (RFP) process and are reading proposals to make funding recommendations for this next year.

Ms. Joan Pinchuk of Los Angeles County reported that they are running their FFY 1996 program. Los Angeles County has had to eliminate quite a few components and only has 2 components this year. Ms. Pinchuk also stated that State Fair Hearings are causing problems in the county. The hearings can go more than 8 hours and the Hearing Officers do not seem to understand what they are ruling on (i.e., the refugee client wanting to get a Bachelor of Arts degree in accounting). It is also taking 2 to 3 months to get the hearing decisions. Ms. Pinchuk announced that Ms. Lynn Bayer replaced Eddy Tanaka as the CWD Director in Los Angeles County.

Ms. Shannon Antopol of Orange County reported that the county is continuing to work on the 6,000 MEDS errors and the 3,000 refugees who are still missing from the system. Ms. Antopol is also finalizing the California Initiative Report. Orange County is out of bankruptcy now. Each Department Director is developing a restructure plan for their Department. Since Ms. Dianne Edwards is now the CWD Director in Sonoma County, Ms. Antopol reports to Mr. Jerry Dunn.

Ms. Etta Howard of San Diego County reported that there has been a 1/3 reduction in their arrivals. They are seeing primarily reunification cases and a few Free Cases. Ms. Howard indicated that while some providers are having trouble meeting their goals and are currently going through corrective action, others are doing well. Ms. Howard is participating in the evaluation of the Fish/Wilson which is being completed. It appears that about \$2 million dollars has been saved via this project during the six years it has been operational.

Mr. Charlie Millar of Merced County reported that he had taken Ms. Andrea Baker's position as the County Refugee Coordinator. Ms. Baker went to JTPA. Mr. Millar indicated that the county is getting new arrivals every day and that the refugees are very nervous about welfare reform. The unemployment rate in Merced County is currently at 15.4%.

Mr. Steve Franklin of Stanislaus County reported that there was no news.

Ms. Janet Tompkins of Contra Costa County reported that the county no longer qualified for TA funding. That left the county with only \$194,000 so she did a plan for that amount and submitted it on July 1st. The county expects that this will be the last year of Refugee Program funding and so they are extending their contracts with current providers.

Ms. Kim Chi Trieu of Santa Clara County reported that the county has submitted its County Plan. The county will be extending current contracts. Ms. Trieu announced that there will be some big restructuring in the Department in the next two months with their new CWD Director, Ms. Yolanda Lenier Rinaldo. The unemployment rate in Santa Clara County is currently 3.6%.

Mr. An Tran of San Joaquin County reported that the county is losing 70% of its Refugee Funding this year which is very hard on the county. However, San Joaquin county is still working with the providers to have a program this next year.

Mr. Long Nguyen of Sacramento County reported that he has submitted his County Plan and that he is waiting for it to be approved. The county is in the RFP process now with 23 bidders. Two new Russian Providers are being recommended for funding and one of the current providers, who is not performing, is going to be defunded. SETA's Director, Mr. Marion Woods, is on Administrative Leave and it is not known whether or not he will be returning to his position. Mr. Nguyen announced his resignation from the SAC as the County Coordinators' representative. Mr. Nguyen also indicated that Sacramento is moving more towards the One Stop and beginning to have meetings with different ethnic groups to teach them about the changes which are occurring.

Ms. Kamay Kha of Yolo County reported that Ms. Lorraine Caprio would be attending the next County Coordinators' Meeting. Ms. Kha also reported that the county has been receiving more Russian refugee arrivals and working on inputting information on the refugees into the MEDS system.

Ms. Janet Rickert of Fresno County reported that the county had finished its County Plan and that they were doing their RFP now. The county is expecting 500 to 600 refugees from Thailand and so is working with all of the resettlement agencies to do some orientations for the refugees. Ms. Rickert also reported that the county hospital is being privatized which will put about 1,800 or 1,900 people out of work in the county.

Ms. Katie Wallace of Tulare County reported that it is no longer an impacted county, so the county only has \$197,000 in last years RESS funding to serve refugees with employment services. Ms. Wallace indicated that the county is seeing a lot of four to six month medical deferrals which is making it hard to meet its goals. The unemployment rate in Tulare County is 17%.

Mr. John Tran of Alameda County reported that his county is having similar problems. The county has completed its County Plan and submitted it for review. The Refugee Programs Bureau is monitoring Alameda County. The unemployment rate in Alameda County is 7% to 8%.

New Business

Mr. Barton asked that the counties come to our next meeting prepared to select a representative of the counties to serve on the SAC. Mr. Barton has been sending the SAC Minutes to the County Coordinators with the expectation that the Coordinators will share the information with the people in their counties. Mr. Barton also indicated that he wants one of the RPB Managers to attend each Forum.

Ms. Joan Pinchuk raised the following issues: 1) Does the State now have a position on Free Cases?; and 2) When will the counties be able to get information on the California Initiative?

In response to the first question, Mr. Barton responded that the State is not in the decision-making chain for Free Cases. The decision is an ORR decision.

In response to the second question, Mr. Millar responded by saying that Merced County has ongoing projects under the California Initiative that are being funded with TA Discretionary Funding. Other parts of the Initiative are funded with other funding. Mr. Millar reported that the suggestions which came from the Initiative were sound and very good for the county. One of the best things about the Initiative was the direct contact that occurred between the County, the State, and the Feds. Mr. Barton added that he would get copies of the Merced and Orange County reports to everyone at the next meeting.

Next Meeting

The next County Coordinators Meeting will be at the Refugee Information Exchange Conference which is being held October 30th through November 1, 1996.

There being no further business, the meeting was adjourned at 12:50.

Respectfully submitted,

Linda Page
Recording Secretary

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96-26



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

DOCUMENTS DEPT.

OCT 21 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 17, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-26 FINAL VERSION OF COUNTY GUIDELINES.

Refugee Coordinator Letter (RCL) 96-26 dated October 8, 1996 and received October 15, 1996 contained the County Guidelines in final form. These Guidelines update the previous version dated August 25, 1995. Including the numerous Exhibits to the Guidelines are a voluminous package total more than 175 pages. If anyone would like a complete copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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OCT 21 1996
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTOR

DATE: OCTOBER 17, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: ANNOUNCEMENT OF TARGETED ASSISTANCE DISCRETIONARY GRANT AWARD.

The PIC received a letter from the State Refugee Program Bureau (RPB) informing us that a Targeted Assistance (TA) Discretionary Grant has been awarded to the PIC. The proposal was prepared by a collaborative of the African Immigrant and Refugee Resource Center, the Mutual Assistance Association Council, and Refugee Transitions. The original proposal designated the PIC as the the administering entity which would subcontract with the collaborative.

The project is designed to reduce the gaps in essential employment-related services to African and Southeast Asian refugee families, in San Francisco by breaking down the barriers in receiving sustainable, unsubsidized employment. The project has two main components to provide in-house literacy English Language Training (ELT) and expanded employment services to "time-expired" and Aid to Families with Dependent Children (AFDC) refugee women and youth.

The 1996 Refugee County Plan will be modified to reflect the additional funding as well as the services to be provided.

Congratulations to the three agencies on their successful collaborative.

cc: Ernie Lynch, RPB
Patrick Duterte, DHS
PIC Staff

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1996-27



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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OCT 23 1996
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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: OCTOBER 23, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-27 OPERATIONS WORKSHEET ANNUAL PERFORMANCE PLAN.

Refugee Coordinator Letter (RCL) 96-27 dated October 15, 1996 and received October 21, 1996 contained the finalized version of the Operations Worksheet Annual Performance Plan which must be completed by the PIC and returned no later than November 1, 1996.

The information being requested for this form has not been requested before. According to the Office of Refugee Resettlement (ORR) these are only measurements of each state's effectiveness. This information was included in the draft Refugee County Plan submitted to the State back in June. With revisions to the Refugee County Plan being made and submitted to the Refugee Programs Bureau (RPB) the information will be revised to reflect the projected results of the refugee subcontracts.

If you would like a copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DSS
PIC Staff

9.20

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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NOV 14 1996

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TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: NOVEMBER 14, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-29 FEDERAL DEFINITIONS FOR THE DATA ELEMENTS REQUIRED IN THE ANNUAL PERFORMANCE PLAN.

Refugee Coordinator Letter (RCL) 96-29 dated November 5, 1996 and received November 12, 1996 contained the federal definitions for the data elements required in the Annual Performance Plan. The federal definitions were issued in Office of Refugee Resettlement (ORR) State Letter 96-13 dated October 16, 1996.

Although RCL 96-27 stated the Annual Performance Plan was due in Sacramento by November 1, 1996, no definitions were included in with the Annual Performance Plan. RCL 96-29 again reiterated the statewide compilation is due to the ORR by November 15. The PIC staff has submitted this information to the Refugee Programs Bureau (RPB) and awaiting approval from the RPB staff.

If you would like a copy of this RCL, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DHS
PIC Staff



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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NOV 18 1996

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TO: REFUGEE COMMITTEE MEMBERS

DATE: NOVEMBER 15, 1996

FROM: *for* STEVE ARCELONA, PRESIDENT

SUBJECT: MODIFICATIONS TO THE 1996 REFUGEE COUNTY PLAN.

UPDATE

The 1996 Refugee County Plan is in the process of being reviewed and approved by the Refugee Programs Bureau (RPB) in Sacramento. As soon as this is done, funds will be available to the PIC to draw down cash for its and the subcontractor expenses. At present, the PIC is "borrowing" funds from the unspent portion of the FFY'1995 refugee funds to assist the refugee subcontractors that need funds immediately.

The PIC was notified October 9, 1996, that it had received a Targeted Assistance (TA) Discretionary grant for the proposal to reduce the gaps in essential employment-related services to African and Southeast Asian refugee families by providing in-house literacy English Language Training (ELT) and expanded employment services to "time-expired" and Aid to Families with Dependent Children (AFDC) refugee women and youth. This proposal was developed by African Immigrant Refugee Resource Center (AIRRC) as a collaborative which includes the Mutual Assistance Association Council and Refugee Transitions.

The final invoices from the refugee subcontractors for the FFY'1995 ending September 30, 1996 have been received by the PIC and all invoices have been paid. The paperwork on the participants is being wrapped up and a final report should be ready very soon. Our thanks to the subcontractors for getting their invoices in so quickly.

ISSUES

A meeting of the Refugee Committee has been scheduled for Tuesday, November 26 at 3:00 p.m.. It will be at the auditorium of the City College of San Francisco located at 33 Gough Street.

First, the TA Discretionary Grant funds (\$135,402 of which \$6,155 will be retained by the State for its administrative cost) will need to be modified into the Refugee County Plan. PIC staff will have drafts of the revised budgets and projected levels of service for your review.

Next, the amount of unspent funds from FFY'1995 totals \$53,091. This includes unspent funds from FFY'1994 that were rolled into FFY'1995. The PIC staff will prepare draft recommendations on where these funds might be spent. These dollars, along with any changes to the number of participants to be served and the projected outcomes will need to be incorporated into the 1996 Refugee County Plans as well.

cc: Refugee Proponents
PIC Staff
Ernie Lynch, RPB



UNITED STATES
DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C.

TO THE SECRETARY OF THE INTERIOR
FROM THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT
SUBJECT: [Illegible]

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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NOV 20 1996

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TO: REFUGEE COMMITTEE MEMBERS

DATE: NOVEMBER 19, 1996

FROM: *Steve Arcelona*
STEVE ARCELONA, PRESIDENT

SUBJECT: RECOMMENDATIONS FOR THE ROLL OVER FUNDS FROM FFY 1995 AND THE TARGETED ASSISTANCE DISCRETIONARY GRANT.

FFY 1995 ROLL OVER FUNDS

After receiving all of the invoices from the refugee subcontractors for the federal fiscal year (FFY) 1995 (October 1, 1995 through September 30, 1996) the PIC staff has determined there is \$53,901 of unspent funds that can be "rolled over" into FFY 1996 which began October 1, 1996. As described in RCL 96-28 the PIC staff is requesting 10% or \$5,390 be used for the administrative costs and the balance of \$48,511 for use to operate the refugee programs. PIC staff has made tentative recommendations that five of the subcontractors (Catholic Charities/REAP, Mutual Assistance Association Council, Jewish Vocational Service, Community Educational Services, and Career Resources Development Center) each receive \$6,300 which would increase the overall service level from 541 to 569 and placements from 409 to 420. PIC staff also recommends increasing the transportation set aside by \$17,011 to cover the potential increase of this support service for the additional refugees to be served.

Two tables are attached; the first shows the original dollar amount of funding approved by the Private Industry Council, then the recommended dollar increases and, finally, the total amount of the original plus the recommended dollars. The service and placement levels for those subcontractors being recommended for additional funding have also been revised to reflect the appropriate increase in both categories.

Table 2 shows the actual versus planned results of the refugee subcontractors for FFY 1995 (October 1, 1995 through September 30, 1996). Those subcontractors that did not meet or exceed their planned goals by 65% were issued a corrective action notice and are designated with an asterisk.

TARGETED ASSISTANCE DISCRETIONARY GRANT

The PIC received a Targeted Assistance Discretionary Grant to provide services to long-term Aid to Families with Dependent Children (AFDC) and youth. A short summary of the project is attached. The amount of the TA grant is \$129,247. The project will be administered by the PIC which will subcontract with Third Baptist Church/African Immigrant Refugee Resource Center (AIRRC) as the lead agency which includes Mutual Assistance Association Council (MAAC) and Refugee Transitions (RT). The PIC will use 5% (\$6,462) to administer this project leaving \$122,785 for the project.

Once the Refugee Committee has made its recommendations on these two issues, the PIC staff will need to incorporate the revisions to its 1996 Refugee County Plan as soon as possible and submit it to the Refugee Programs Bureau (RPB) for approval. The full Council will still need to take formal action at its January 14, 1997 meeting.

If you have any questions regarding either of these agenda items, please contact either Joyce Crum or Greg Marutani.

cc: Refugee Proponents
PIC Staff

Ernie Lynch, RPB
Patrick Duterte, DHS

745 Franklin Street, Suite 400, San Francisco, CA 94102-3117
415/931-7460 Fax 415/931-7590 TDD 415/749-7403

TABLE 1
PIC STAFF RECOMMENDATIONS FOR ROLL OVER FUNDING AND SERVICE LEVEL

Proponent	Activity	FFY 1996	FFY 1996	FFY 1996	Recom.		Place.
		Original	Recom.	Total	Svc	Plc	
#01 International Institute of S.F.	A/SAS	\$39,612	\$0	\$39,612	648	70	2%
#04 Mutual Assistance Association Council	A/SAS	\$26,371	\$0	\$26,371	450	0	0%
#03 International Rescue Committee	CIP	\$120,339	\$0	\$120,339	NA	NA	NA
#02 Catholic Charities/REAP	ES	\$154,170	\$6,300	\$160,470	122	92	75%
#05 Mutual Assistance Association Council	ES	\$64,002	\$6,300	\$70,302	88	70	80%
#06 Third Baptist Church/AIRRC	ES	\$37,207	\$0	\$37,207	35	28	80%
#08 Jewish Vocational Service	ES	\$276,198	\$6,300	\$282,498	226	147	65%
#10 Community Educational Services	ES	\$27,175	\$6,300	\$33,475	31	28	90%
#11 Career Resources Development Ctr.	ES	\$46,171	\$6,300	\$52,471	41	33	80%
#07 Jewish Vocational Service	OJT	\$7,750	\$0	\$7,750	5	4	80%
#09 Jewish Vocational Service	VT/ELT	\$11,565	\$0	\$11,565	5	4	80%
#12 Career Resources Development Ctr.	VT/ELT	\$32,000	\$0	\$32,000	16	14	88%
Subtotal		\$842,560	\$31,500	\$874,060	569	420	74%
OJT Setaside		\$0	\$0	\$0			
Transportation		\$70,000	\$17,011	\$87,011			
Totals		\$932,009	\$48,511	\$980,520	569	420	74%

A/SAS - Acculturation/Social Adjustment Services

CIP - Central Intake Point

ES - Employment Services

OJT - On-the-Job Training

VT/ELT - Vocational Training/English Language Training

Pt. - Point totals

Italics indicates the item is not included in the calculation of the totals.

TABLE 2
SUBCONTRACTOR PERFORMANCE BY ACTIVITY
(October 1, 1995 through September 30, 1996)

EMPLOYMENT SERVICE

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service *	165	165	100.0%	129	51	39.5%
Mutual Assistance Association Council *	78	66	84.6%	63	12	19.0%
Catholic Charities/REAP	38	33	86.8%	22	27	122.7%
Third Baptist Church/AIRRC	10	14	140.0%	8	8	100.0%
Career Resources Development Center *	41	40	97.6%	35	12	34.3%

ON-THE-JOB TRAINING

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service *	10	5	50.0%	9	4	44.4%

VOCATIONAL TRAINING

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Career Resources Development Center	8	8	100.0%	7	6	85.7%

Job Entries - participants who are employed at least one day. A participant is considered a placement if s/he is employed on the 90th day after employment entry.

* Corrective action notice sent to subcontractor for not meeting or exceeding 65% of planned goals.

SUMMARY OF TA DISCRETIONARY GRANT

Through a collaborative of three San Francisco nonprofit organizations (the African Immigrant and Refugee Resource Center (AIRRC), the Mutual Assistance Association Council (MAAC), and Refugee Transitions (RT) this project is designed to reduce the gaps in essential employment-related services to African and Southeast Asian refugee families in San Francisco by helping to break down the barriers to sustainable, unsubsidized employment for African and Southeast Asian refugee women and youth.

The project is designed to increase the overall capacity of refugee families to not only leave the welfare rolls, but move from dead-end, low wage jobs to higher paying ones that include health care benefits. Because of current federal regulations, refugees who have been in the United States longer than eight months, or are "time-expired" refugees, and those receiving AFDC are not eligible for Targeted Assistance employment services. Many of the refugees most in need of language services and enhanced employment assistance who do not qualify for the usual TA employment services are women and youth.

The project will provide a full-time English-as-a-Second Language (ESL) instructor, an in-house classroom shared by the three collaborating organizations as they share the same building, and regular literacy, ESL and Vocational ESL (VESL) classes for African and Southeast Asian refugee women and youth. Classes will be smaller than most generic ESL classes currently offered to new refugees and immigrants. Classes will include civic and cross-cultural education as well as pertinent information about health and human service system in the United States. Refugee Transitions will work with refugee women with the greatest need for additional training which will be linked with volunteer literacy and English Language tutors for supplementary language training at home.

AIRRC and MAAC will provide enhanced job search training and placement for "time-expired" or AFDC enrolled African and Southeast Asian refugee women and youth currently not eligible for TA funded employment services. At least 80% of those enrolled will be placed in new or higher-paying jobs at the end of the project.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

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96-28
TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

DATE: NOVEMBER 19, 1996

FROM: *for Steve Arcelona*
STEVE ARCELONA, PRESIDENT

SUBJECT: RCL 96-28 REFUGEE EMPLOYMENT & SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) UNEXPENDED ROLL OVER FUNDS;
RCL 96-30 REQUEST FOR INFORMATION REGARDING INVOICING FREQUENCY BY COUNTIES.

Refugee Coordinator Letter (RCL) 96-38 dated October 30, 1996 and received November 18, 1996 describes the procedures for counties to roll over unexpended funds from their FFY 1995 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds. If a county plans to roll over these unexpended funds to FFY 1996 it must provide the Refugee Programs Bureau (RPB) with a County Services Goals and Outcomes Plan, Exhibit 3 from RCL 96-08 for the roll over funds. A separate County Services Goals and Outcomes Plan must be prepared for RESS 1995 funds and for TA 1995 funds. The Plan(s) must reflect the proposed expenditures by component and the anticipated outcomes for each project for the period October 1, 1996 through September 30, 1997.

Each county must also submit an Annual Goal Plan; however, counties can revise their FFY 1996 Plan to include the unexpended roll over funds as long as the goals for the unexpended funds and the FFY 1996 funds will be reached during the period of October 1, 1996 through September 30, 1997.

In addition, counties will be allowed to use 10% of their FFY 1995 unexpended roll over funds towards administrative costs FFY 1996.

The RCL also included a statement that the required federal reporting forms must be submitted to the RPB no later than November 12, 1996. Upon approval of the Plans, counties will be authorized to begin expending the FFY 1996 funds for service delivery.

RCL 96-30 dated November 12, 1996 and received November 18, 1996 requests information on the frequency counties will invoice the State the two options are monthly or quarterly. No due date for a response to this inquiry was included in the RCL.

If you would like a copy of either or both of these RCLs, please contact Greg Marutani.

cc: Ernie Lynch, RPB
Patrick Duterte, DHS
PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE: Tuesday, November 26, 1996
TIME: 3:00 - 4:00 p.m.
LOCATION: City College of San Francisco
33 Gough Street
Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's August 22 meeting (enclosed) *
3. Update on State monitoring visit of refugee services in San Francisco
4. Update on 1996 Refugee County Plan *
 - A. TA Discretionary Grant *
 - B. Recommendations for use of unspent Refugee funds *
5. Public testimony on non-agenda items

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* Requires Committee action

Issued November 15, 1996



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6/96

Committee



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

**DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING
NOVEMBER 26, 1996**

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Present:

Jack Fitzpatrick, Hyacinth Ahuruonye, Lisa Chanoff, Don Climent, Mary Edington, Carmela Gold, Ann Lazarus, Louella Lee, Rosemary Lee, Liz Strand.

Absent:

Ricci Chan, Linda Davis, Margi Dunlap, Bryan McGowan, Billy Ray, Robert Rubin.

The meeting was called to order at 3:10 p.m. by Jack Fitzpatrick.

Motion to accept the agenda.

Moved by Don Climent and seconded by Rosemary Lee

Ayes: Lisa Chanoff, Don Climent, Mary Edington, Carmela Gold, Ann Lazarus, Louella Lee, Rosemary Lee, Liz Strand

Nays: None

Abstentions: None

Motion passed.

Motion to approve the Refugee Committee minutes of the June 20, 1996 meeting.

Moved by Don Climent and seconded by Rosemary Lee

Ayes: Lisa Chanoff, Don Climent, Mary Edington, Carmela Gold, Ann Lazarus, Louella Lee, Rosemary Lee, Liz Strand

Nays: None

Abstentions: None

Motion passed.

Motion to accept Targeted Assistance Discretionary Grant funds to provide services to African and Southeast Asian women and youth.

Moved by Don Climent and seconded by Ann Lazarus

Ayes: Lisa Chanoff, Don Climent, Mary Edington, Carmela Gold, Ann Lazarus, Louella Lee, Rosemary Lee, Liz Strand

Nays: None

Abstentions: None

Motion passed.

Motion to accept PIC staff recommendations as submitted for FFY 1995 rollover funds

Moved by Ann Lazarus and seconded by Mary Edington

Ayes: Mary Edington, Carmela Gold, Louella Lee.

Nays: Hyacinth Ahuruonye, Lisa Chanoff, Ann Lazarus, Rosemary Lee

Abstentions: Don Climent, Liz Strand

Motion failed.

Motion to adivide the funds equally among Jewish Vocational Service and MAA Council
Moved by Hyacinth Ahuruonye and seconded by Carmela Gold

Ayes: Hyacinth Ahuruonye, Carmela Gold, Louella Lee.
Nays: Lisa Chanoff, Mary Edington, Ann Lazarus, Rosemary Lee
Abstentions: Don Climent, Liz Strand

Motion failed.

Motion to adivide the funds equally among Jewish Vocational Service and MAA Council and refer the "hard-to-serve" clients to all of the refugee subcontractors
Moved by Mary Edington and seconded by Ann Lazarus

Ayes: Lisa Chanoff, Mary Edington, Ann Lazarus, Rosemary Lee.
Nays: Hyacinth Ahuruonye, Carmela Gold, Louella Lee
Abstentions: Don Climent, Liz Strand

Motion passed.

The meeting was adjourned at 4:15 p.m.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

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TO: COUNCIL MEMBERS

DATE: NOVEMBER 26, 1996

FROM: JACK FITZPATRICK, CHAIRMAN

JF 4/28

SUBJECT: RECOMMENDATIONS FOR TARGETED ASSISTANCE DISCRETIONARY GRANT
AND REFUGEE ROLLOVER FUNDS.

TARGETED ASSISTANCE DISCRETIONARY GRANT

The PIC received a Targeted Assistance Discretionary Grant to provide services to long-term Aid to Families with Dependent Children (AFDC) and youth. A summary of the project is attached. The amount of the TA grant is \$129,247. The project will be administered by the PIC which will subcontract with Third Baptist Church/African Immigrant Refugee Resource Center (AIRRC) as the lead agency which includes the Mutual Assistance Association Council (MAAC) and Refugee Transitions (RT). The PIC will use 5% (\$6,462) to administer this project leaving \$122,785 for the project.

The Refugee Committee recommends the approval by the Council to accept and expend the TA Discretionary Grant monies.

FFY 1995 ROLL OVER FUNDS

After receiving the final invoices from the refugee subcontractors for the federal fiscal year (FFY) 1995 (October 1, 1995 through September 30, 1996) the PIC staff reported there was \$53,901 of unspent funds that could be "rolled over" into FFY 1996 which began October 1, 1996. As described in RCL 96-28 the PIC staff requested 10% or \$5,390 be used for the administrative costs and the balance of \$48,511 for use to operate programs. PIC staff also recommended increasing the transportation set aside by \$17,011 to cover the potential increase of this support service for the additional refugees to be served.

Two tables are attached; Table 1 shows the original funding level approved by the Private Industry Council, the recommended dollar increases recommended by PIC staff and the revised Committee's recommendation. The last column shows the total of the original funding level and the Committee recommendation. The service and placement levels for those subcontractors being recommended for additional funding have also been revised to reflect the appropriate increase in both categories.

Table 2 shows the actual versus planned results of the refugee subcontractors for FFY 1995 (October 1, 1995 through September 30, 1996). Those subcontractors that did not meet or exceed their planned goals by 65% were issued a corrective action notice and are designated with an asterisk.

After a lengthy discussion by the Committee members and representatives from refugee agencies, the Committee decided to recommend to the Council that both the Jewish Vocational Service (JVS) and Mutual Assistance Association Council (MAAC) each receive \$15,750, with \$17,011 set aside for transportation needs, and \$5,390 for PIC administration.

Attachment

TABLE 1
REFUGEE COMMITTEE RECOMMENDATIONS FOR ROLL OVER FUNDING AND SERVICE LEVEL

Proponent	Activity	FFY 1996	PIC Staff	Committee	FFY 96	Recom.	Place.	
		Original	Recom.	Recom.	Total	Svc	Pic	Rate
#01 International Institute of S.F.	A/SAS	\$39,612	\$0	\$0	\$39,612	648	10	2%
#04 Mutual Assistance Association Council	A/SAS	\$26,371	\$0	\$0	\$26,371	450	0	0%
#03 International Rescue Committee	CIP	\$120,339	\$0	\$0	\$120,339	NA	NA	NA
#02 Catholic Charities/REAP	ES	\$154,170	\$6,300	\$0	\$154,170	122	92	75%
#05 Mutual Assistance Association Council	ES	\$64,002	\$6,300	\$15,750	\$79,752	99	79	80%
#06 Third Baptist Church/AIRRC	ES	\$37,207	\$0	\$0	\$37,207	35	28	80%
#08 Jewish Vocational Service	ES	\$276,198	\$6,300	\$15,750	\$291,948	234	152	65%
#10 Community Educational Services	ES	\$27,175	\$6,300	\$0	\$27,175	31	28	90%
#11 Career Resources Development Ctr.	ES	\$46,171	\$6,300	\$0	\$46,171	41	33	80%
#07 Jewish Vocational Service	OJT	\$7,750	\$0	\$0	\$7,750	5	4	80%
#09 Jewish Vocational Service	VT/ELT	\$11,565	\$0	\$0	\$11,565	5	4	80%
#12 Career Resources Development Ctr.	VT/ELT	\$32,000	\$0	\$0	\$32,000	16	14	88%
Subtotal		\$842,560	\$31,500	\$31,500	\$874,060	588	434	74%
OJT Setaside		\$19,449	\$0	\$0	\$19,449			
Transportation		\$70,000	\$17,011	\$17,011	\$87,011			
Totals		\$932,009	\$48,511	\$48,511	\$980,520	588	434	74%

A/SAS - Acculturation/Social Adjustment Services

CIP - Central Intake Point

ES - Employment Services

OJT - On-the-Job Training

VT/ELT - Vocational Training/English Language

Training

Pt. - Point totals

Italics indicates the item is not included in the calculation of the totals.

TABLE 2
SUBCONTRACTOR PERFORMANCE BY ACTIVITY
(October 1, 1995 through September 30, 1996)

EMPLOYMENT SERVICE

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service *	165	165	100.0%	129	51	39.5%
Mutual Assistance Association Council *	78	66	84.6%	63	12	19.0%
Catholic Charities/REAP	38	33	86.8%	22	27	122.7%
Third Baptist Church/AIRRC	10	14	140.0%	8	8	100.0%
Career Resources Development Center *	41	40	97.6%	35	12	34.3%

ON-THE-JOB TRAINING

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Jewish Vocational Service *	10	5	50.0%	9	4	44.4%

VOCATIONAL TRAINING

SUBCONTRACTOR	ENROLLMENTS			EMPLOYMENT ENTRIES		
	Plan	Actual	%	Plan	Actual	%
Career Resources Development Center	8	8	100.0%	7	6	85.7%

Job Entries - participants who are employed at least one day. A participant is considered a placement if s/he is employed on the 90th day after employment entry.

* Corrective action notice sent to subcontractor for not meeting or exceeding 65% of planned goals.



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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

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TO: REFUGEE SUBCONTRACTORS

DATE: DECEMBER 20, 1996

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: FOLLOW UP TO MY MEETING WITH LIZ STRAND REGARDING THE RS-40 MEDICAL FORM.

As a follow up to the discussion we had at the Refugee Service Providers meeting last week, I met with Liz Strand and raised the issues surrounding the RS-40 Medical Report. In our meeting we discussed the possibility of including the RS-40 in the packet of eligibility materials issued to the refugee upon their initial appointment with the Department of Human Services (DHS).

I also asked if, during the interview by the eligibility worker, would it be possible for the worker to ask if the refugee has any illness or disability that would prevent him or her from accepting employment, and if the response is "yes" to ensure that the refugee is instructed to complete the RS-40.

Still related to the RS-40, I asked if it would be possible for the DHS staff to make a determination that if the response to question #5 is "yes" it supersedes a "no" response to question #2 and would exempt the refugee from mandatory participation in employment services and/or vocational classroom training.

The last issue I raised was the possibility of delaying referring the the Central Intake Point (CIP) any refugee who applies for an RS-40 until there is a determination made as to whether or not the refugee is "permanently disabled" and "it is anticipated that the patient will never be capable of participation in work or training?"

Liz said she would check with DHS on each of these issues and get back to me as soon as possible. We will let you know what the responses are as soon as we hear from her.

Liz also provided me with a copy of the letter that DHS has agreed to include whenever an RS-40 is issued; a copy is attached for your information.

cc: Liz Strand, DHS
Ernie Lynch, RPB
Refugee Committee
PIC Staff

